Development of Strategies and Materials for improvement of Classroom environment in the light of RTE Act, 2009 & NCF, 2005

367

A document

on

SCHOOL DEVELOPMENT PLAN

STATE COUNCIL OF EDUCATIONAL RESEARCH AND TRAINING,WEST BENGAL

25/3, BALLYGUNJE CIRCULAR ROAD, KOLKATA - 700 019

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- A document prepared by State Council of Educational Research and Training, West Bengal with academic and financial assistance from Paschim Banga Sarva Shiksha Mission.

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FOREWORD

In the last few decades since independence, India has made significant progress in different areas like industry, agriculture, science & technology, information technology etc. However, its progress in basic education leaves a lot to be desired. Therefore, ensuring good quality education for the Indian populace, at least up to the secondary level is an indispensible step in this direction.

In this context, the Right of Children to Free and Compulsory Education Act, 2009 is a historic legislation. Several provisions have been made in this Act for ensuring free and compulsory education for all children in the age-group of 6-14 years. In order to implement this Act, the community members including parents and guardians have a major role to play in monitoring the functioning of the schools by forming School Management Committee and by preparing School Development Plan.

The State Council of Educational Research and Training, West Bengal undertook the project of preparing a document on School Development Plan during 2012-13, the project being funded by Paschim Banga Sarva Shiksha Mission (PBSSM). The basis of the actual format was that prepared by PBSSM. Meetings were organized at SCERT (WB) with various stakeholders, functionaries so as to get their valuable guidance and opinion for preparation of the document. This document will be submitted to the Department of School Education, Government of West Bengal for final approval.

SCERT (WB) expresses heartfelt gratitude to the State Project Director, PBSSM for providing guidance and valuable support in this endeavour.

SCERT (WB) also expresses its gratefulness to all the stakeholders/functionaries including Principals of DIETS, DI/s, AI/s, SI/s, Head teachers and teachers without whose cooperation this document would not have been possible.

SCERT (WB) is thankful to the Finance Officer, all Research Fellows and its other employees for rendering all kinds of academic and administrative assistance whenever required.

We hope that our effort will contribute towards better implementation of the RTE Act, 2009 which will help in improving the quality of education in our state.

Dr. Chhanda Ray
Director, SCERT (WB)
March, 2013

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INTRODUCTION

Chapter 1

INTRODUCTION

The Government of India has enacted "The Right of Children to Free and Compulsory Education Act, 2009" for providing free and compulsory education to all children in the age-group of 6-14 years. The Act has come into effect from 1st of April, 2010. It was enacted under the 86th constitutional amendment which brought about an insertion in the Article 21-A which states that the "State shall provide free and compulsory education to all children of the age of 6 to 14 years , in such manner , as the State may, by law determine."

The Right of Children to Free and Compulsory Education Act, 2009 is a historic legislation for India. It is historic in the sense that it gave education the status of a Justifiable Fundamental Right. The ten most important components of the Act, as taken from the speech of the then Hon'ble Union Minister for Human Resource Development, Shri Kapil Sibal, while he was addressing the Parliament (Rajya Sabha) are as follows:

1. It makes education free
2. It makes education compulsory for the state to provide
3. It provides for the curriculum to be as per values enshrined in the Constitution
4. It ensures quality of teachers
5. It defines norms for schools
6. It pushes for social reform
7. It protects the child
8. It makes procedures more simple
9. It puts power in the hands of the parents
10. It removes the burden of examinations.

The Prime Minister of India, Dr. Manmohan Singh, made a nation-wide broadcast on April 1, 2010 announcing the coming into effect of the Act.

In this context the Government of West Bengal has made definite rules called the "West Bengal Right of Children to Free and Compulsory Education Rules, 2012" which was published on March 16, 2012.

The RTE Act, 2009 envisages decentralised governance of School Education. Section 21(1) of the Act talks about the constitution of the School Management Committee (SMC) in all schools other than schools specified in sub-clause (iv) of clause (n) of Section 2 of the Act. The SMCs will consist of the elected representatives of the local authority, parents or guardians of children admitted in such schools and teachers. The Section 21(2) of the Act talks about the functions of School Management Committee. The functions of SMC laid down in the Act are as follows:

1. Monitor the working of the school
2. Prepare and recommend School Development Plan
3. Monitor the utilization of the grants received from the appropriate Government or Local authority or any other source
4. Perform such other functions as may be prescribed

Therefore, one of the most important functions of SMC is the preparation of School Development Plan (SDP). According to section 14 of West Bengal RTE rules, every School Management Committee shall prepare a "School Development Plan" at least 3(three) months before the end of the academic year in which it is first constituted under the Act, and shall further prepare one every three year. A School Development Plan shall be a three-year plan, and may comprise of three annual sub-plans. The plans should be drawn up in a participatory mode involving all stakeholders including students, parents, guardians etc.

Again in accordance with section 22(2) of RTE Act, 2009, the SDP so prepared shall be the basis of the grants to be made by the appropriate Government or local authority.

According to section 14 of West Bengal RTE rules a School Development Plan shall, inter alia, contain the following information:

1. Location, land details, connectivity and any other interesting detail of the school including its history, alumni, good practices of the school and its students etc.;
2. Details of the class-wise enrolment for each year, including those of children with special needs and children of special focus groups and enrolment made under clause(c) of sub-section (1) of section 12 , if applicable;

3. Three-year projection of requirements of additional teachers, including Head teachers, for Classes I to IV;
4. Three-year projection of requirements of additional infrastructure, including that of child friendly and barrier free building, infrastructure for smooth implementation of the Cooked Mid-Day Meal Programme if applicable , water-sanitation facilities and other amenities, furniture and equipment including Teaching Learning Equipment, library books, sports and games equipment and play material calculated with reference to the existing norms and standards;
5. Minimum number of working days and instructional hours in an academic year;
6. Minimum number of working hours per week for the teachers;
7. School safety plan for different hazard and vulnerabilities;
8. Strategies for innovative activities to be taken up for improvement of both academic and non-academic performance of the children in the school

The School Development Plan shall be signed by the President and the Secretary of the School Management Committee and shall be submitted to the concerned District Inspector of Schools before the end of the financial year.

In the above perspective the State Council of Educational Research and Training, West Bengal, undertook the task of preparation of a format for School Development Plan during 2012-13. In this endeavour, SCERT (WB) adopted the SDP format already developed by Paschim Banga Sarva Shiksha Mission (PBSSM) making certain modifications and relevant insertions. The document so developed contains some key features of the RTE Act, 2009, some relevant Government notifications besides the format for School Development Plan.

KEY FEATURES
OF
RTE ACT, 2009

Chapter 2

KEY FEATURES OF RTE ACT, 2009

Some of the key features of the Right of Children to Free and Compulsory Education Act, 2009 are as follows:

1. Every child of the age of 6-14 years shall have the right to free and compulsory education till completion of elementary education.

2. A child above 6 years of age who has not been admitted to school or has not completed his/her elementary education shall be admitted in a class appropriate to his / her age. The child shall have a right to receive special training in order to be at par with others.

3. No child admitted in a school shall be detained in any class or expelled from school till the completion of elementary education.

4. No child shall be subjected to physical and mental harassment.

5. Schools have to fulfil norms and standards specified in the schedule of the Act.

6. A school, other than a school specified in sub-clause (iv) of clause (n) of section 2 of the Act shall constitute a School Management Committee.

7. The School Management Committee will prepare and recommend the School Development Plan.

8. Some of the duties of teachers as laid down in the Act are timely completion of the curriculum, assessing the learning ability of each child, apprising parents/guardians about the progress of their ward in school.

9. No teacher shall engage himself/herself in private tuitions and private teaching activity.

10. No teacher shall be deployed for any non-educational purposes other than decennial population census, disaster relief duties or duties relating to elections to the local authority/State Legislatures/Parliament.

11. The curriculum and the evaluation procedure for elementary education shall be laid down by an academic authority.

12. No child shall be required to pass any Board examination till completion of elementary education.

13. Every child after completing his/her elementary education shall be awarded a certificate.

14. The National Commission for Protection of Child Rights / State Commission for Protection of Child Rights shall monitor the effective implementation of the Act.

15. National Advisory Council / State Advisory Council will be constituted for advising the Central Government / State Government on the effective implementation of the provisions of the Act.

WEST BENGAL
RIGHT OF CHILDREN TO FREE
AND COMPULSORY
EDUCATION RULES, 2012

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PART I - Orders and Notifications by the Governor of West Bengal, the High Court, Government Treasury, etc.

Government of West Bengal
School Education Department,
Law Branch

No.323-SE(Law)/ES/S/1A-01/2009. — 15th March, 2012. — In exercise of the powers conferred by sub-section (1) of section 38 of the Right of Children to Free and Compulsory Education Act, 2009 (35 of 2009), the Governor is pleased hereby to make the following rules, namely:–

Rules

1. Short title and commencement.– (1) These rules may be called the West Bengal Right of Children to Free and Compulsory Education Rules, 2012.

(2) They shall come into force from the date of their publication in the *Official Gazette*.

2. Definitions.– (1) In these rules, unless the context otherwise requires,–

(a) "Act" means the Right of Children to Free and Compulsory Education Act, 2009 (35 of 2009);

(b) "appointed date" means the date of publication of these rules in the *Official Gazette*;

(c) "age", in respect of appropriate class, means–

(i) for Class I, the age of 6 years and above but less than 7 years of age;

(ii) for Class II, the age of 7 years and above but less than 8 years of age;

(iii) for Class III, the age of 8 years and above but less than 9 years of age;

(iv) for Class IV, the age of 9 years and above but less than 10 years of age;

(v) for Class V, the age of 10 years and above but less than 11 years of age;

(vi) for Class VI, the age of 11 years and above but less than 12 years of age;

(vii) for Class VI, the age of 12 years and above but less than 13 years of age;

(viii) for Class VIII, the age of 13 years and above but less than 14 years of age:

Provided that this definition of age shall be applicable for admission in class I on or after academic year 2013;

(d) "Special Training Centres" means the learning centres for children who have dropped out or never been enrolled in schools and are being enrolled in their appropriate age class for bridging their learning gaps which may run for a period of three months to a maximum of two years inside the school itself or in any appropriate place for the learners in exceptional cases including 'Home Based Education' of children with special needs of severe categories;

(e) "*Anganwadi* worker" means an *Anganwadi* worker appointed under the Integrated Child Development Scheme (ICDS) under the Ministry of Women and Child Development;

(f) "Board" means any one of the following under which a school is affiliated to or seeks to be affiliated:-

(i) the West Bengal Board of Primary Education, for school having Classes from I to IV or

(ii) the West Bengal Board of Secondary Education, for schools for school having Classes from V to X; or

(iii) the Central Board of Secondary Education (CBSE) or;

(iv) the Indian Council of Secondary Education (ICSE) or;

(v) the West Bengal Board of Madrasah Education, and

(vi) includes any other Board duly formed by or recognised by the Central or any State Government or Union Territory;

(g) "State Commission for Protection of Child Rights" means the State Commission for Protection of Child Rights constituted under section 17 of the Commissions for the Protection of Child Rights Act, 2005 (No 4 of 2006);

(h) "form" means the Form mentioned in the Schedule appended to these rules;

(i) "State Government" means the Government of West Bengal in the Department of School Education;

(j) "implementing authority", for the purposes of these rules, means the *Paschim Banga Sarva Siksha Mission* or any other authority authorised in this behalf;

(k) "local authority" means–

(i) in case of the rural areas, the *Panchayat Samiti*; and

(ii) in case of the urban areas, the Municipality or Borough in respect of Municipal Corporations or any other urban authority duly notified;

(l) "neighbourhood" means, subject to the provisions of rule 4 of these rules, a Borough for an area under a Municipal Corporation or a ward for an area under a Municipality or any other urban authority duly notified and includes a Revenue village;

(m) "School mapping" means action taken by the State Government or the local authority to locate the existence of schools in the neighbourhood and to assess the need for setting up new schools and includes up-gradation of existing schools in accordance with the provisions of these rules;

(n) "Schools under the local authority" means the schools being run by the urban local bodies such as Municipalities and Municipal Corporations in urban areas and includes schools run by any duly authorized *Panchayat* body, in the rural areas;

(o) "Schools of specified categories" means schools being run by the Departments of *Panchayat* and Rural Development, Mass Education Extension, Women and Child Development and Social Welfare, Minority Affairs and Madrasah Education and Backward Classes Welfare and includes any other schools to be notified by the State Government from time to time;

(p) "section" means the section of the Act.

(2) Words and expressions used and not defined but defined in the Act, shall have the same meanings as respectively assigned to them in the Act.

3. Special training.– (1) The Special training shall be based on specially designed, age appropriate learning materials prepared by the academic authority.

(2) The school authority shall, within 2 weeks of the enrolment of the child in any class the appropriate age, identify whether the child needs special training and intimate the same to the concerned Circle Project Coordinator (CPC) The parents or the guardians shall be intimated regarding the need for their child to undergo special training.

(3) The Circle Project Coordinator (CPC) shall review monthly the requirement of special training to be provided under its jurisdiction and make arrangements for the same. Special Training shall be conducted in accordance with the materials prepared by the academic authority.

(4) The period of such special training shall be for a minimum period of three (3) months and such special training may be extended to two (2) years, based on the periodic assessment of the child.

(5) A school imparting special training shall maintain records of the progress of students undergoing such special training and submit a quarterly progress report as per format prescribed by the State Government to the District Project Officer, *Sarva Siksha* Mission through the CPC who shall then assess the same in consultation with the District Inspector (Academic) for further course of action.

4. Areas or limits for purposes of section 6. – (1) For carrying out the provisions of this Act, the area or limits of neighbourhood of a school within which a school has to be established by the State Government, shall be–

(a) in respect of primary level (i.e. from class I to class IV) ,–

(i) for rural area, 1 Km.,

(ii) for urban area, ½ Km;

(b) in respect of upper primary level (i.e. from class V to class VIII),–

(i) for rural area, 2 Km.,

(ii) for urban area, 1 Km:

Provided that the State Government may establish more than one school in any neighbourhood of a school.

(2) The maximum number of student strength shall not exceed 300, for a primary school and 500, for an upper primary school;

Provided that the provisions of this sub-section(2) above may be relaxed with specific exemption from the concerned District Inspector of Schools in respect of neighborhood with high child population and for this purpose, the District Inspector shall take into consideration existing strength of the school and population of the neighbourhood.

(3) In sparsely populated areas where opening of schools may not be viable and those areas difficult for children to access due to difficult terrain, vulnerability to hazards, both natural and human induced like landslides, floods, disruption of normal life due to civil unrest etc, the State Government or the local authority may locate the school in such a manner as to avoid such dangers, by reducing the limits specified under sub-rule (1) above, and if required, make adequate arrangements for transportation, escort (allowance) and residential accommodation of the children of these neighbourhoods as well as for children with special needs and children under difficult circumstances including deprived urban children and children of migrating families as applicable under existing norms.

(4) The State Government may upgrade existing primary school to upper primary school or add primary level to school having only upper primary level while maintaining their separate entities as per existing norms.

(5) For the purpose of establishing neighbourhood schools within the area or limits mentioned in the foregoing provisions of this rule, the State Government shall undertake school mapping and such school mapping shall be used as the decision making tool regarding where the new schools are to be set up.

(6) The School Education Department shall conduct regular household and child surveys as well as social mapping to ascertain the out of school children and to ensure equity in terms of access, enrolment, participation, retention and quality elementary education.

(7) The State Government shall make available to the general public easy to understand maps showing neighbourhood schools online without charging any fee.

5. Maintenance of records of children by local authority for purpose of clause (d) of section 9.– (1) The State Government through appropriate local authorities, shall maintain at the level of the Circle Level Resource Centre, a register of all children under their respective jurisdiction from their birth till they attain the age of 14 years.

(2) All birth registration authorities in rural and urban areas shall be responsible for providing relevant data for the purpose.

(3) The register shall be prepared by conducting household surveys and shall be updated annually. The register shall be open to inspection by the public and shall be made available in the website within one year from the date of coming into force of these rules.

(4) The register referred to in sub-rule (1), shall be maintained transparently, in the public domain and used for the purposes of monitoring admission, attendance and completion of elementary education of every child residing in the jurisdiction as mentioned in clause (e) of section 9.

(5) The register referred to in sub-rule (1) shall, in respect of every child including an infant after birth, include–

(i) name, sex, date of birth (Birth Certificate Number wherever available), place of birth;
(ii) name, address, occupation of the parents or guardians;
(iii) present address of the child;
(iv) name of school or pre-school or *Anganwadi* Centre or Alternative Innovative Education Centre where the child avails elementary education upto the age of 6 years, wherever available;
(v) elementary school where the child is admitted, if applicable;
(vii) class in which the child is studying (for children between age 6 to 14 years), and if education is discontinued in the territorial jurisdiction of the said local authority, the cause of such discontinuance;
(viii) information regarding whether the child belongs to the weaker section within the meaning of clause (e) of section 2;
(ix) information regarding whether the child belongs to a disadvantaged group within the meaning of clause (d) of section 2;
(x) information regarding whether the child requires special facilities or residential facilities on account of migration and sparse population, age appropriate admission, disability or any other reason to be specified.

(6) The school management committee shall make available to the public details of the children enrolled in the school.

6. Reimbursement of per-child expenditure by State Government for purposes of sub-section (2) of section 12.– (1) The State Government shall reimburse the expenditure incurred by the schools referred to in item (iv) of clause (n) of section 2, to the extent of per-child expenditure for providing free and compulsory education to the child belonging to weaker section and disadvantaged group as mentioned in clause (c) of sub-section (1) of section 12, *read* with this Department Notification No. 190-SE (Law)/S/1A-01/09, dated the 14th February, 2011.

(2) The reimbursement shall be made in the following manner:–

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(a) an unaided school as mentioned in item (iv) of clause (n) section 2, entitled to reimbursement shall intimate to the appropriate District Inspector of School of the concerned District at the start of each academic year and on completion of its admission process, the number of students against whom the school shall claim reimbursement;

(b) the State Government shall notify the amount to be reimbursed and the basis of fixation of such amount within 3 (three) months from the beginning of each academic year. In case no such notification is issued within three months from the beginning of each academic year, the amount specified in the last notification shall be considered;

(c) the reimbursement shall be done by the District Project Officer Sarva Siksha Mission of the concerned District on the basis of recommendations of the District Inspector of Schools, Primary for Primary schools and the District Inspector of Schools, Secondary for Upper Primary / Secondary schools of the concerned district as per quarterly requisition with category wise statement of such students to be submitted by schools and subject to the amount notified by the State Government as aforesaid.

(3) Every school receiving such reimbursement shall maintain a separate account in respect of the amount so received by it. These accounts shall be open to inspection by such officers of the State Government as may be authorized in this behalf.

7. Proof of age for purpose of section 14.- (1) Where a birth certificate under the Registration of Births and Deaths Act, 1886 (6 of 1886) of a child (including an infant) is not available for the purpose of admission in a school, proof of age of such child shall be taken from records from the hospital or sub-centre or ICDS centre certificate of a registered Medical Practitioner or in absence of the above documents, on the basis of a written declaration of the age of the child by the parent or guardian.

(2) The parents or the guardian submitting such written declaration shall have the responsibility of submitting a birth certificate or any other documents as mentioned in sub-rule (1) above, within a period of 6 months from the date of admission.

8. Extended period for admission of school children and manner of completing study, if admitted after extended period as per section 15.–(1) The extended period for admission of school children shall be three months from the commencement of the academic year.

(2) The children who have been found to be out of school at any point of time in the academic year shall not be denied admission on the ground that the period of admission or extended period of admission has elapsed.

9. Right to Education Protection Authority (REPA) till constitution of State Commission for the Protection of Child Rights.–(1)There shall be an interim authority known as the Right to Education Protection Authority (hereinafter in this rule referred to as the REPA) till constitution of the State Commission for the Protection of Child Rights, for the purpose of performing the functions specified in sub-section (1) of section:

(a) a Chairperson who is person of high academic repute or has been a High Court Judge or has done outstanding work for promoting the rights of children to be nominated by the State Government in the Law Department;

(b) six members, of whom at least three shall be women, from the following areas, from amongst persons of eminence, ability, integrity, standing and experience in –

(i) Education- to be nominated by the School Education Department of the State Government;

(ii) Child health care and child development - to be nominated by the Woman and Child Development and Social Welfare Department of the State Government;

(iii) Juvenile justice or care of neglected or marginalized children or children with disabilities - to be nominated by the Woman and Child Development and Social Welfare Department of the State Government;

(iv) Elimination of child labour or working with children in distress - to be nominated by the Labour Department of the State Government;

(v) Child Psychology or Sociology - to be nominated by the Health and Family Welfare Department of the State Government;

(vi) Legal profession - to be nominated by the Ld. Advocate General, Government of West Bengal.

(2) The Chairperson of REPA so nominated shall hold office for a period of 2 (two) years or till attainment of 65 years, whichever is earlier.

(3) The National Commission for Protection of Child Rights constituted under the Commission for Protection of Child Rights Act, 2005 (4 of 2006), shall, so far as it pertains to the terms and conditions, *mutatis mutandis*, apply to the Chairperson and other members of the REPA.

(4) The REPA shall cease to operate after constitution of the State Commission for Protection of Child Rights and all records and assets of the REPA shall be transferred to the State Commission for Protection of Child Rights immediately.

(5) The State Government shall provide resource support to the State Commission for Protection of Child Rights or the REPA, as the case may be, in performance of its functions under the Act and salary and allowances of the members of the REPA shall be determined by the School Education Department with the concurrence of the Finance Department, Government of West Bengal.

10. Authority, form and manner of making applications for certificate of recognition under sub-section (1) of section 18 and manner of giving hearing under second proviso to clause (3) of section 18.– (1) Any unaffiliated and/or unrecognised unaided school mentioned in item (iv) of clause (n) of section 2 established before commencement, and every such category of school proposed to be established after commencement, of these rules, shall apply in the Form appended to the Schedule I for a certificate of recognition under sub-section (2) of section 18 within 3 months from the date of coming into force of these rules.

(2) All schools falling under sub-rule (1), shall apply for a certificate of recognition under section 18 to the concerned District Inspector of Schools (Secondary Education) or to the District Inspector of Schools (Primary Education), as the case may be, under whose jurisdiction the school is to be set up, irrespective of the Board to which such school intends to get affiliated. Such an application may directly be made to the State Government online through its official website, www.wbsed.gov.in and processing of such online application shall be done by the State Government.

(3) The concerned District Inspector of Schools or any officer authorized by him, shall, within forty-five working days from the receipt of the application either directly or from the State level through online method, hold a preliminary hearing of the applicant school and during the preliminary hearing, such school shall be required to produce the original copies of all documents for verification alongwith duly receipt copy of the treasury Challan showing deposit of processing charges as mentioned in sub-rule (4). The date of hearing shall be intimated to applicant school while accepting the application in the receipt itself. No separate notice shall be given.

(4) In case of online submission of application the preliminary hearing may be held at the State level as per procedure to be notified as per sub-rule (2) in which case the concerned District Inspector of Schools need not conduct the preliminary hearing.

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(5) Each application shall be accompanied by a treasury Challan (non-refundable) for the amount mentioned in column (3) of the Table below against the category of school mentioned in column (2) of the said table, as the case may be:–

Table

Sl. No.	Category of school	Amount (in Rs.)
(1)	(2)	(3)
1.	For Primary School in rural Areas	Rs.3000/-
2.	For Primary School in urban Areas	Rs.5000/-
3.	For Upper Primary in rural Areas	Rs 7,000/-
4.	For Upper Primary in urban areas.	Rs.10,000/-

(6) Where the applicant school fails to submit the fees mentioned above through treasury Challan or fails to produce any of the documents to be produced as per the Schedule I within 15 (fifteen) working days from the date of submission of application, the application of such school shall be summarily rejected by the concerned District Inspector Schools or any officer authorized in this behalf without taking further hearing.

(7) The District Level Inspection Team shall enquire the applicant school who submits the documents as mentioned above within the prescribed time limit.

Explanation.– For the purpose of this rule, the State Government shall constitute a committee in the district level known as District Level Inspection Team with the following representatives mentioned in column (2) of Table below to conduct an enquire:–

Table

Sl. No.	Name of the representative	No. of representative
(1)	(2)	(3)
1	The District Inspector of Schools (SE)/(PE) of the Concerned District or his nominated representative (Convenor).	1
2.	Nominee of the West Board of Secondary Education	1
3.	Nominee of the Chairman, District Primary School Council of the concerned District	1
4.	Nominee of the *Madrasah* Board	1
	Total representative	4

(8) The District Level Inspection Team shall submit its report in the format enclosed in Part 3 to Schedule I to the Director of School Education, West Bengal, with a copy to the applicant school within 60 days from the date of the preliminary hearing:

Provided that for adequate reasons cited in writing by the concerned District Inspector of schools, the State Government may extend the time to make the inspection and file the report.

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(9) The Director of School Education shall, within 30 days from the date of submission of report by the District Level Inspection Team, place it before the State Level Committee for consideration for granting a 'No Objection Certificate' in favour of the applicant school seeking affiliation under any Board located in West Bengal or outside, as the case may be.

Explanation.– For purpose of this rule, the expression "State Level Committee" means a State Level Committee on Recognition or Affiliation of Schools constituted by the State Government for granting a 'No Objection Certificate' in respect of recognition or affiliation to the applicant school, consisting of the following members mentioned in column (2) of the Table below:–

Table

Sl. No.	Name of the members of the State Level Committee	Designation
(1)	(2)	(3)
1	Director of School Education, West Bengal	Chairperson
2	Joint Secretary, School Education Department, looking after secondary education or any other officer not below the rank of Joint Secretary duly authorized by the Secretary, School Education Department.	Member
3	Secretary, West Bengal Board of Primary Education	Member
4	Secretary, West Bengal Board of Secondary Education	Member
5	Chairperson, Rabindra Mukta Vidyalaya	Member
6	State Project Director, *Sarba Siksha Mission* or his representative not below the rank of Additional State Project Director.	Member
7	One Deputy Director of School Education, West Bengal to be duly nominated by the Director of School Education	Member-convenor
8	Secretary *Madrasah* Board or his representative	Member
9	Representative of the Board outside West Bengal under which the school seeks affiliation, if required	Member

(10) The State Level Committee shall meet at least once in every English Calendar month and shall dispose of the applications alongwith the report of the District Inspection Team under sub-rule (8) of the preceding month of such English Calendar month. While considering the applications alongwith the report, the State Level Committee shall hear the applicant or his/their authorized representative as well as the concerned District Inspector of Schools.

(11) If it is of the opinion of the State Level Committee that the applicant school has complied with all the conditions and requirements for recognition the State Level Committee shall within 15 days from the date of the hearing, recommend 'No Objection Certificate' in favour of the applicant school seeking affiliation under any Board located in West Bengal or outside, as the case may be. This shall be construed as the Certificate of Recognition for all purposes.

(12) In case the State Level Committee is of the opinion that the applicant school does not fulfil all the conditions and requirements for recognition as laid down in the Form to Schedule I, the State Level Committee shall provide further chance of three months to the applicant school to make good the deficiency pointed out

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by the Committee. The decision of the committee shall be communicated to the applicant school within seven days from the date of hearing.

(13) In case the applicant school is able to make good the deficiency and communicates the same by a written application to the District Inspector of Schools concerned within the said three months from the date of decision of the Committee, the District Level Inspection Team shall again inspect the school within one month from the date of such second application and shall submit its report to the Director of School Education only on the points of deficiency already noted by the State Level Committee as referred to in sub-rule (11) within 15 days from the date of the second inspection and on receipt of such report, the State Level Committee shall again convene within 30 days from the date of receipt of such report and also after give hearing to the applicant school and the concerned District Inspector of Schools and may recommend 'No Objection Certificate' in favour of the applicant school seeking affiliation under any Board located in West Bengal or outside, as the case may be, in the manner as stated in rule 10. In case the Committee is still of the opinion that the school does not fulfil the criteria for recognition it may reject the case as per sub-rule 14.

(14) In case the applicant school fails to comply with all the conditions and requirements for recognition as laid down in the Form to Schedule I within 3 months from the date of first order of the State Level Committee, the State Level Committee shall reject the application of the applicant school and its processing fee deposited shall be forfeited.

(15) Every school seeking recognition under the section 18 shall, in addition to the requirements of the Board to which it is to be recognised or seeks to be affiliated to, abide by the following conditions:–

(a) that the applicant school shall be run either by a society registered under the Societies Registration Act, 1860, or by a public trust constituted under any law for the time being in force, or by such a company within the meaning of the Companies Act, 1956 whose Memorandum and Articles of Association do not allow it to make profit;

(b) that the applicant school is not run for profit to any individual, group of individuals or any other persons;

(c) that the applicant school conforms to, seeks to and has a curriculum to implement the values enshrined in the Constitution of India and promotes respect for the National Anthem, National Flag and National Emblem and National Integration;

(d) that the applicant school buildings or other structures or the grounds are used only for the purposes of education and skill development;

(e) that the premises of the applicant school is open to inspection by any officer authorized by the State Government or local authority;

(f) that the applicant school shall furnish such reports and information as may be required by the Board or by any other authority under the State Government from time to time as and when required and shall comply with such instructions of the State Government or the local authority as may be issued to secure the continued fulfilment of the conditions of recognition of the school or for the removal of deficiencies;

(g) that the applicant school shall–

(i) be located in a relatively noise-free and pollution-free area, having adequate supply of drinking water and electricity;

(ii) have a building usable in all weathers and the plan of the building sanctioned by the *Gram Pradhan* of the Gram *Panchayet*, in case of rural area and by the Chairman of the Municipality or Mayor of the Municipal Corporation, in case of urban area;

(iii) have a play ground for the students;

(iv) have a barrier-free access as mentioned in the Schedule of the Act;

(v) have class rooms of an area minimum 400 sq. ft. (25 ft. x16 ft.) each which is comfortable and suitable for imparting lesson and of not less than the number of class units;

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(vi) have good quality of separate lavatory for students and teachers and good quality of separate lavatory for girls students, if it is a co-education school.

(vii) have a girls' common room, if it is a girls or co-education school;

(viii) have a teachers' room;

(ix) have adequate furniture so that students do not have seat more than three in bench;

(x) have a library with sufficient number of books (not less than 500) on literature and other subjects but excluding text books or notes thereon;

(xi) have students' admission procedure and fees structure duly published by the School Management Committee;

(xii) have arrangement for periodical medical check up of students and records thereof;

(xiii) comply with the rules and regulations, and satisfy the minimum qualification norms set by the National Commission for Teacher Education to the teachers' recruitment for the satisfaction of the recognizing authority;

(xiv) have recruited teachers as per the staff pattern and qualifications specified by the State Government or the Board with which it is affiliated, whichever is higher;

(xv) have a duly published service rules and leave rules for the teaching and non-teaching staff;

(xvi) follow the provisions relating to disciplinary proceedings in the manner as may be directed by the Board;

(xvii) have a determined the pay structure of its teaching and non- teaching staff in such manner as may be directed by the State Government;

(xviii) have provisions for contributory provident fund and gratuity to the teaching and non-teaching staff;

(xix) have a fees structure for the students which cannot be enhanced without the prior permission of the State Government;

(xx) have a building separate staircase for entrance and emergency exit;

(xxi) have sufficient fire safety equipments and have trained person among the staff for using fire safety equipments; and

(xxii) pay respect to Indian Constitution and observe the National Anthem, National Flag and National Emblem and National Integration.

(16) An applicant school may make an appeal to the State Government against the decision of the State Level Committee within 2 (two) weeks from the date of such decision and the State Government shall convey its decision upon considering the grievance of the applicant within three months thereof.

(17) All schools granted a certificate of recognition by way of 'No Objection Certificate' shall display a copy of such certificate at a conspicuous place in the school all the time.

(18) In case of existing schools, the District Inspector of Schools concerned may, in consultation with the Right to Education Protection Authority, request the local municipal authorities to provide the applicant School with infrastructural support including relaxation of Building Rules, if necessary and earmarking a public park or playground to be used by the students of the applicant school during specified hours for sports and other outdoor activities, in order to enable the applicant school to comply with requirements of the Act.

(19) Every recognized school under the Act, shall display in its Notice Board the following information:–

(a) number of students studying in the said school on the last day of previous month;
(b) number of Teachers in the school;
(c) curricular activities undertaken by the school;
(d) facilities available in the said school;

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(e) details of number of days on which Mid-Day meal is provided and the number of children to whom such Mid-Day meal is provided in the school, where the school is required to provide such Mid-Day meal in accordance with law for the time being in force;
(f) composition of the School Managing Committee;
(g) neighbourhood to which the school belongs; and
(h) Board to which the school is affiliated;

(20) A recognised School under the Act or an existing school already recognized by the appropriate Board shall ensure that none of the teachers of the School provide private tuition to any students of the said school or of any other school and shall provide in its service conditions that breach of such restriction shall result in termination of service.

(21) The school authority shall be responsible to submit all relevant information on the school as required by the State Government from time to time.

11. Withdrawal of recognition of Schools for purposes of sections 18(3) and 12(3).– (1) Where the District Inspector of Schools concerned, on his own motion, or on any representation received from any person, has reasons to believe, which belief and reasons are to be recorded in writing, that a school recognized under Section 18(2) of the Act, has violated one or more of the conditions for grant of such recognition or the provisions of the Act or these Rules or has failed to comply with the norms and standards prescribed in the Schedule, or with any other requirements or conditions either under the Act or these Rules, it shall act in the following manner:–

(a) issue a notice to the school setting out the grievances or violations of the conditions of grant of recognition or provisions of the Act or these Rules and requiring it to show cause within 4 (four) weeks from receipt of the notice as to why the school's recognition should not be withdrawn;

(b) if the school fails to provide a satisfactory reply within time, the District Inspector of Schools concerned, may constitute a Committee of Inquiry consisting of 3 or 5 members comprising of such persons as may be deemed fit and proper by him and cause such Committee to conduct an inspection of the school and file a report thereafter.

(2) The Committee of Inquiry so constituted shall, within 4 (four) weeks from the date of its constitution, make due inquiry and within 15 days thereafter submit its report to the concerned District Inspector of Schools.

(3) The District Inspector of Schools upon hearing all concerned may, by a reasoned order,–

(a) recommend withdrawal of recognition of the concerned Board to which the school is affiliated through the Director School Education, West Bengal;
(b) require the School concerned to take such steps as may be necessary to comply with the provisions of the said Act.

(4) The order of de-recognition, if any, shall be operative from the academic year immediately following the year of the order and shall specify the neighbourhood schools to which the children of the de-recognised schools are to be admitted provided that the parents or guardians of the affected children shall be at liberty to enrol them in any school of the category as described in item (iv) of clause (n) of section 2 of their choice. No school shall deny admission to the affected children on the grounds of non-production of transfer certificates.
(5) An appeal may be made within 4 (four) weeks to the Secretary, School Education Department, Government of West Bengal, against any order made under sub-rule (3).

12. Publication of information.–(1) A website shall be maintained by the Board concerned with full details relating to all applications, including the details of the applicant and the status of the applications, and it shall be ensured that the information is accessible to the general public.

(2) Without prejudice to the generality of clause (1), the Board concerned shall publish current data relating to the following:–

(a) names and addresses of all schools who have been granted a certificate of recognition under sub-section (2) of section 18, along with all information furnished by such schools, either by way of disclosures or obtained upon enquiry, including information regarding its compliance or otherwise with the norms and standards prescribed in the Schedule to the Act,

(b) names and addresses of all schools which have not been granted a certificate of recognition under sub-section (2) of section 18, along with the reason(s) for the rejection along with all

information furnished by such schools, either by way of disclosures or obtained upon enquiry, including information regarding its compliance or otherwise with the norms and standards prescribed in the Schedule to the Act,

(c) names and address of all schools whose application for certificate of recognition under sub-section (2) of section 18 is pending, along with all information furnished by such schools, either by way of disclosures or obtained upon enquiry, including information regarding its compliance or otherwise with the norms and standards prescribed in the Schedule to the Act;

(d) names and address of all schools whose recognition has been withdrawn under sub-section (3) of section 18 or sub-section (3) of section 19, along with the reason(s) for such withdrawal and along with all information furnished by such schools, either by way of disclosures or obtained upon enquiry, including information regarding its compliance or otherwise with the norms and standards prescribed in the Schedule to the Act.

13. Composition and functions of the School Management Committee for purposes of section 21. – (1) A school other than a school specified in sub-clause (iv) of clause (n) of section 2, shall have a School Management Committee and such School Management Committee shall be reconstructed every three years.

(2) The composition of the School Management Committee for different categories of schools from Class I to Class IV under sub-section (2) of section 21, shall be as per Schedule III.

(3) The School Management Committee shall meet once in every two months and the decision of the Committee shall be recorded properly and made available to the public. The Head Teachers or Teacher-in-charge duly authorised shall be the convenor of the Committee.

14. Preparation of School Development Plan.– (1) Every School Management Committee shall prepare a "School Development Plan" at least 3 (three) months before the end of the academic year in which it is first constituted under the Act, and shall further prepare one every three years.

(2) A School Development Plan shall be a three-year plan, and may comprise of three annual sub-plans. The plans should be drawn up in a participatory mode involving all stakeholders including students, parents/ guardians etc.

(3) A School Development Plan shall, *inter alia*, contain the following information:–

(a) location, land details, connectivity and any other interesting detail of the school including its history, alumni, good practices of the school and its students etc.;

(b) details of class-wise enrolment for each year, including those of children with special needs and children of special focus groups and enrolment made under clause (c) of sub-section (1) of section 12, if applicable;

(c) three-year projection of requirements of additional teachers, including Head Teachers, for Classes I to IV;

(d) three-year projection of requirements of additional infrastructure, including that of child friendly and barrier free building, infrastructure for smooth implementation of the Cooked Mid Day Meal Programme if applicable, water-sanitation facilities and other amenities, furniture and equipment including Teaching Learning Equipment, library books, sports and games equipment and play material calculated with reference to the existing norms and standards;

(e) minimum number of working days and instructional hours in an academic year;

(f) minimum number of working hours per week for the teachers;

(g) school safety plan for different hazards and vulnerabilities;

(h) strategies for innovative activities to be taken up for improvement of both academic and non-academic performance of the children in the school.

(4) Every School Development Plan shall be signed by the President and the Secretary of the School Management Committee and shall be submitted to the concerned District Inspector of Schools before the end of the financial year.

15. Salary and allowances and conditions of service of teachers for purpose of sub-section (3) of section 23.– The salary and allowances and conditions of service of teachers of Government and Government aided schools, shall be as per the notifications issued from time to time by the State Government.

16. Duties to be performed by teachers for the purpose of clause (f) of sub-section (1) of section 24.–(1) In performance of the functions specified in sub-section (1) of section 24 and in order to fulfil the

requirements of clause (h) of sub-section (2) of section 29, the teacher shall maintain a file containing Pupil Cumulative Records for every child which will be basis for the awarding the completion certificate specified in sub-section (2) of section 30.

(2) In addition to the functions specified in clauses (a) to (e) of sub-section (1) of section 24, a teacher may perform the following duties assigned to him or her, without interfering with regular teaching:–

(a) inform the parents and the School Management Committee of a child who, in the opinion of the teacher, may need special care and attention.

(b) participation in training programmes.

(c) participation in curriculum formulation, and development of syllabi, training modules and text books development.

17. Manner of redressing grievances of teachers under sub-section (3) of section 24.–(1) Any grievance by a teacher of any school or a body of teachers shall be first addressed in writing to the School Management Committee of the concerned school, and the School Management Committee shall address such grievance by passing a reasoned decision within 4 (four) weeks of receipt of such complaint.

(2) Where the School Management Committee fails to address the grievance or where the teacher is dissatisfied with the decision, appeal may be made to the West Bengal Administrative (Adjudication of School Disputes) Commission.

18. Form and manner of awarding of certificate for completion of elementary education for the purposes of section 30. –(1)Every child shall be issued a certificate of completion of elementary education at the end of the academic year in class VIII in the form mentioned in Schedule II and the certificate shall be issued by the concerned school authority which is to be duly authenticated by the Secretary of the affiliated Board of the school.

(2) Such certificate shall be issued by the school concerned and shall be signed by the Head Master/ Head of the Institution of the school concerned and one assistant teacher within three months of the completion of the academic year.

19. Allowances and other terms and conditions of appointment of the members of the State Advisory Council under sub-section (3) of section 34. – (1) The eminent persons or officials attached to the field of education particularly in the field of elementary education or having special knowledge in scientific or technical education, shall be nominated by the State Government as the members of the State Advisory Council.

(2) The Salary or any allowances payable to, or any other terms or conditions of service of any members shall not, after his appointment, as such, be varied to his disadvantage. The order in this respect shall be issued by School Education Department from time to time with the concurrence of the Finance Department, Government of West Bengal.

08.04.2013
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SCHEDULE I

(*See* rule 10)

Proforma of Application Form for Recognition of an Institution as unaided Institution

For official use only :

Name of the Institution :

Date of issue : Address :

Seal and signature of Issuing Officer

Date of deposit of fees by T.R.No.7

Date of verification of Treasury Challan

Amount deposited

Particulars of the Institution seeking recognition as unaided Institution (fill up the entire item. If any item is not applicable for a particular Institution, fill up the same with the words "not applicable")

PART A

GENERAL

Particulars

(1) Name of the Institution

(2) Year of Foundation

(3) Name of the Trust / Foundation / Society running the Institution

(4) Does the Trust / Foundation / Society belong to a religious Body or minority community? If so, give details.

(5) Whether the Trust / Foundation / Society is registered. If so, Registration No. and Name of the Act under which registered. Copy of Registration Certificate along with copy of last renewal should be enclosed. In case of Trust, copy of the Deed of Trust should be enclosed.

(6) Please attach a copy of the Memorandum of Association and Constitution of the Trust / Foundation / Society along with the list of members with their father's name, their occupation and complete official address and the relationship amongst them.

Note.:- The constitution of the Trust / Foundation / Society running the Institution should be such that it does not vested control in a single individual or members of the same family.

(7) Whether the Institution has a properly Constituted Managing Committee duly formed by invoking relevant provisions of Memorandum of Association and or in accordance with the Management of Recognized Non-Government Institution (Aided) and Unaided) Rules, 1969

(8) Whether the Institution seeking recognition, shall abide by the bye laws

PART B

Particulars of Institution

(1) Exact location of Institution
- (a) Postal address :
- (b) Telegraphic address, if any :
- (c) Telephone no. and Fax No. if any :
- (d) Name of the nearest Railway Station :
- (e) Distance from Railway Station :

(Note. – Please attaches a Road Map of the area showing location of the Institution if there are difficulties to get to it)

(2) Whether the Institution is for boys / girls / co-educational :

(3) Instructional hours :

(4) Duration of summer vacation, puja vacation and winter vacation with approximate dates :

(5) Medium of instruction :

(6) Whether admission in the Institution is open to all without any discrimination based on religion caste, creed or race :

(7) Whether any religious instruction is imparted and if so, whether it is compulsory. :

(8) What curriculum and syllabus are followed in each class

(9) Whether the Institution is financially capable of Running with its own resources :

(10) Specify how the Institution is financed :

PART C

Particulars relating to affiliation to any other Board or University

(1) Whether the institution has been previously affiliated for examination to any Board / University If Yes:-

(a) Name(s) of the Board / University to which the institution is affiliated :

(b) Name(s) of the examination(s) for which such institution is affiliated :

(c) Affiliation valid from : to

(2) Will the institution discontinue its Current affiliation?

PART D

Particulars relating to enrolment of students as on the date of application

(a) Particulars of class, section, number of enrolment etc. to be furnished in the table given below:-

Class & Section	No of Boys	No of Girls	Total	Remarks

(b) Drop out rates in each class (Use extra sheet, where necessary)

(c) Class results

(2) Whether mother tongue of at least 50% of the students is other than Bengali (give numbers):-

(a) Total Students :
(b) Bengali speaking :
(c) Others :

(3) Schooling facility available in the locality within a radius of 1 kms in urban area and within 2 km in rural areas (use extra sheet, if necessary):-
Name of the Institution Distance from the proposed Institution

(1)
(2)
(3)

PART E

Particulars relating to subjects taught in the Institution

(1) 1st Language :
(2) 2nd Language :
(3) Mathematics :
(4) Science :
(5) Social Science :
(6) Socially useful productive work and Community Service. :
(7) Health & Physical Education/Music/ Dance/Painting :
(8) Additional subject, if any _____ (Optional)

PART F

Particulars relating to campus, building, classrooms etc.

(1) Location of campus
(a) District
(b) Police Station
(c) Mouza
(d) Plot No.
(e) Khatian No.
(f) Area in decimal

(2) Built up area (in sq. ft., each floor).
Please enclose:

PART H

Miscellaneous Particulars

(1) Are there any staff quarters available in the Institution premises? If so, give details

(2) Rate of fees charged and annual charges

Class	Tuition fee per month (Rs.)	Other fees per month (Rs.)	Total of special fees, annual fees, Building fund etc. (Rs.)
I to V			
VI			
VII			

(3) Scholarships / Concessions:

(4) Is there provision for scholarship / Fee Studentships? or other financial help to poor and deserving students?
Yes / No

(5) Is yes, indicate:-
(a) Number of student beneficiaries:
(b) Annual amount spent : Rs.

(6) Financial position of the Institution:
(a) Details about the Reserve funds in the name of the Institution in any Nationalized Bank of an amount of Rs.60, 000/-(Rupees sixty thousand only).
(b) Please attach duly audited income expenditure and receipt payment on account of Institution for the year as also of the balance sheet (exclusive for the secondary section Institution):
(c) Whether the Institution has any arrangement for regular audit of its fund by a Chartered Accountant Firm:
(d) Whether professional tax is paid to the Tax Authority. If so, current Challan for payment of same be attached herewith:

(7) Specify the particulars of student class-room ratio:

(8) Specify the particulars of student teacher ratio:

(9) Specify whether the Institution building have more than one room. If yes please provide for entry to, and emergency exit from the first floor onwards.

(10) Whether sufficient fire safety equipments are installed.

(11) Whether there are trained persons to use fire safety equipments or disaster management.

PART I

Please enclose the following documents and tick the list of enclosures (in Duplicate).

(1) Copy of memorandum of association of the society / deed of the trust with receipt for registration duly attested by a *Gazetted Officer*.

(2) Copy of resolution forming M.C. for the Institution with list of members etc. (of which two shall be secondary teachers) duly attested by a Gazetted Officer and powers and function of the School Management Committee of the Institution.

(3) Copy of service rules/leave rules etc. for the staff duly attested by a *Gazetted Officer* (as per regulation).

(4) Copy of appointment letters for all the staff duly issued by the secretary of the M.C. and duly received by the staff, duly attested by a Gazetted Officer (as per Regulation).

(5) Copy of acquaintance roll for all the staff for the last four months duly attested by the secretary of the Managing Committee.

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(6) Copy of sanctioned building plan in each case whether owned or rented, duly attested by a Gazetted Officer.

(7) Certified copy of registered deed for purchase of land etc. of the Institution.

(8) Copy of registered Lease Deed duly attested (if the Building / Land rented / leased).

(9) Particulars regarding staff duly authenticated by the Secretary of the Managing Committee of the Institution.

(10) Particulars regarding roll strength in secondary classes.

(11) Particulars regarding Contributory Provident Fund and Professional Tax of the staff of the Institution.

(12) The audited statement of accounts of the Institution for last three years.

(13) Other documents (as are necessary and as indicated in the form).

DECLARATION

(1) All the particulars furnished above are true and correct.

(2) I/ We undertake to abide by all rules, notifications, circulars and orders issued by the State Government or of the West Bengal Board of Secondary Education, as the case may be, from time to time.

Countersigned

Signature of the Secretary of the
School Management Committee

Chairman of the Executive
Committee of the Society
Or Institution

PART J

FORMAT OF RECEIPT

Received an application form for Recognition of School under section 18 of the Right of Children to Free and Compulsory Education Act, 2009 (35 of 2009) and rule 10 of the West Bengal Right of Children to Free and Compulsory Education Rules, 2012 from ..... of .....along with the Documents mentioned in the list attached. The Applicant is to produce original of the said document on..... Further processing of the application shall be made only on production of the originals for scrutiny.

Attached: duplicate list of document attached to the form of application.

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PART K

FORMAT FOR DLIT INSPECTION REPORT

*Inspection report for recognition of an Institution

[Inspection report to be drawn up in quadruplicate – one copy to be retained by the concerned District Inspector of School, one copy each to be sent to the Director, the School Education Department, Government of West Bengal]

Date of Inspection _____

1. (1) Name of the School:

(2) Address: Village/House No./Street/Road/Lane:
Post Office:
Gram Panchyet/Ward:
Panchyet Samity/Municipality/notified Area Authority:
Police Station:
Sub-Division:
District: Pin code: Phone No.
e-mail address:

2. Report relating to the medium of instruction:

(1) Medium of instruction:

(2) Present Status:

a) Whether boys /girls/Co-educational:

3. Report relating to management of the school:

(1) Whether the school is under

a) Managing Committee. If so, Particulars of the members of the Managing Committee/Ad-hoc Committee:

Sl No.	Name	Address	Category	Office-bears
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				
14				
15				

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4. Report relating to land, building, location etc.

(1) Area:
(2) Whether purchased by or gifted to the school:
(3) Registration No. and date:
(4) Mouza:
(5) Settlement Book No:
(6) Plot No:
(7) Khatian No:
(8) Building:
(9) Particulars of accommodation and other alternative
(a) Rented (Kacha or Pucca) or

(b) Own building (Kacha or pucca)

(C) No. of class rooms and other rooms with measurement of each room:
(d) Sanitary arrangement:
(e) Drinking water facilities:
(f) Electricity:
(g) Particulars of:
(i) Furniture
(ii) Teaching appliances
(h) Library (total number of books):
(i) Whether stock Register is maintained
(ii) Person in charge of Library
(iii) Number of books issued in the academic year to

(A) Students
(B) Teachers

(i) Details of the fire safety and natural disaster fighting arrangements:-

5. (1) Report relating to class wise roll strength for three consecutive years including the current academic year as per attendance register:

Class	Boys				Girls				Total enrolment
	General	SC	ST	total	General	SC	ST	total	

5. (2) Number of students present on the date of inspection:

Class	Boys	Girls	Total enrolment

6. Whether 80% of the total number of students of Class V, VI, VII, and VIII were promoted to the next higher classes respectively along with at least 40% of marks in aggregate in the last 3 years (report to be submitted in the table below) :-

Class	Total number of students	No. of students securing 40 % and above marks in aggregate	% of total number of promoted students	Remarks

7. Report relating to the rate of leaving and /or dropout of students in any cohort does go beyond by 10 % of the students enrolled in class V of the same cohort:

year	Class	Class	Class	Class	% of drop out leaving the school

8. Whether the students are compelled to take tuition otherwise beyond school hours. If so the team will check the system of homework and quality of assessment of homework (report is to be submitted below) :

Class	Total number of students	% of students taking tuition	Whether home task is given (yes/No)	Whether these are checked regularly (Yes/No)

9. Report whether the following activities at the school level are observed:-

1)	Guardians ' meet 3 times in a year	
2)	3 terminal examinations with unit tests	
3)	Remedial classes on the basis of result of each terminal examination.	
4)	Participation of students in cleanliness of the school /class environment.	
5)	days lesson traction for days as prescribed	
6)	of teaching and learning materials at the time of class room traction.	
7)	Introduction of group learning during curriculum transaction	
8)	Utilization of library books for enhancing skills and reading habit of the students.	
9)	90% of total students attending 80% of the transactional days	
10)	Innovative measures taken to improve the performance of the school in relation to :Access, enrolment retention and quality	

10.(1) Report relating to teaching and non-teaching staff:

Sl.	Name with designation	Qualification		Percentage of marks at graduate level or H.S in case of Pry. school of teacher	Date of appointment
		Academic	Professional		

10 (2) Report on the students and teacher ratio: ———————————————

11. Distance of the school by the shortest route from the nearest recognized Junior High or High School with names and address:

North	Name of the schools	distance
South		
East		
west		

12. Particulars of the feeder schools (Primary/Upper Primary School) with names:-

    1) Name of the schools:

    2) Total intake capacity:

    3) Distance:

13. Particulars where it is applicable, to be furnished with evidence as to whether:

(1)The school had applied in prescribed form with requisite fees of Rs. 25/- by 1975 to the West Bengal Board of Secondary Education for recognition.
(2) The *Sabhadhipati Zilla Parishad*/the Chairman Municipality or Mayor/ Deputy Mayor of West Bengal Board of Secondary Education for recognition.

14. Examine and report whether the books other than those published by the recognised Board and approved by it have been prescribed for students.
15. Particulars with respect to fulfilment of following conditions for co-education must be verified and report against each of them.
    a) Appointment of a lady teacher.

    b) Appointment of a lady non-teaching staff.

    c) Girls' common room.

    d) Separate sanitary arrangements.

    e) Class wise number of girls students.

Note: for recognized Boys' Primary or Upper Primary level having co-education, there must be one lady teacher and one lady non-teaching staff.

16.(1) whether fees are realized as per the rate fixed by the State Government for rural /urban areas.
(2) Whether any fees other than the fees as prescribed by the State Government are realized.

17. Details financial condition of the school:
(1) Reserved fund Account with amount:

Name of the post office /Bank	
Account No.	
Date	
Amount	

(2) General Fund: Rs

(3) Subsidiary Fund and other Funds, if any

18. Specify all conditions as per sub-rule 5 of the West Bengal Schools (Upgradation) Rules 2007, have been fulfilled.

19. **General observation of the District Level Inspection Team**:

20. Recommendation for recognition and or not recommended:

SL. No.	Name and signature of members of the inspecting team recommending for recognition	Name and signature of members of the inspecting team not recommending for recognition.

[If the school is not recommended, the reason for not recommendation must be written clearly]

**Strike out which is not applicable.*

SCHEDULE II

(*See* rule *19*)

CERTIFICATE

No.———— Date ————

Certified that ———— Son/Daughter/ Guardian of ———— residing at ———— has successfully completed Elementary Education upto class VIII in the academic year ———— from ———— (Name of the school with address and Index number)

As per Admission register of the school his/ her date of birth is recorded as ————

(in words).

Signature of the Headmaster with seal and date

Signature of Secretary of the affiliatary Board with seal & date

SCHEDULE III

(*See* rule 13)

The School Management Committee of a Primary School (Class I to Class IV) shall consist of minimum of twelve (12) members, namely:–

(a) an elected member of the *Gram Sabha* within which the school is located in case of *Panchayat* area or the elected Councillor / Commissioner of the ward within which the school is located in case Municipality /Municipal Corporation;

(b) Head Teacher or Teacher-in-Charge duly authorised (*ex officio* Secretary);

(c) ten (10) members from the guardians whose wards are reading in the school provided the class wise representation of the guardians as follows:–

(i) for Class I, two (2) members of which one belonging to the Scheduled Castes and other General;

(ii) for Class II, two (2) members of which one belonging to the Scheduled Tribes and other General;

(iii) for Class III, three (3) members of which one belonging to Other Backward Class-A, one (1) Scheduled Castes and other General;

(iv) for Class IV, three (3) members of which one (1) belonging to Other Backward Class-B, other two General:

Provided that in case of non-availability of respective category of members, the vacancies shall be filled up with the guardians belonging to General Category:

Provided further that 50% of members shall be woman.

Note 1.— In case majority of the students in a particular class of the school are from religious or linguistic minority groups, proportionate representation of the guardians under the said minority groups belonging to General Category shall be ensured by the Head Teacher of the concerned school in consultation with the Sub-Inspector of Schools of the concerned CLRC from among the members to be elected from General Category.

Note 2.— Any change of policy on reservation shall be applied *mutatis-mutandis* in respect of selection of members in the School Management Committee.

Note 3.– The School Management Committee of a Junior High/Upper Primary School (Class V to Class VIII) shall be formed as per Rules for Management of Recognised Non-Government Institutions (Aided and Unaided), 1969.

Note 4. – The procedures for holding election of the School Management Committee shall be as detailed below:–

1. **Definitions.**–In these procedures, unless the context otherwise requires,–

(a) "Head of the Institution" means the head of the teaching staff of an institution by whatever name including Teacher-in-Charge, he or she may be designated;

(b) "Election Officer" means a person who has been selected as such at a meeting of the Head of the Institution and the Sub-Inspector of School of the concerned CLRC.;

(c) "Scrutiny officer" means generally the Head of the Institution unless any other person has been authorized by the Sub-Inspector of School of the concerned CLRC to perform the work relating to the election of the committee.

2. **Duties of Scrutiny officer.**–The Scrutiny officer shall have the following the following duties:–

(1) The Scrutiny officer will issue nomination paper (s) to and receive the same from the contesting candidates(s).

(2) The Scrutiny officer will scrutinize nomination paper(s) of contestingcandidate(s) in reference to voters list and his decision in the matter of treating the nomination paper(s), as valid or otherwise will be final.

(3) For withdrawal of nomination paper(s), contesting candidate(s) shall do so by writing to the Scrutiny officer.

3. **Date of election.**– The date of election members of a School Management Committee of an Institution shall, for the purpose of the constitution or reconstitution, be fixed at least 60 (sixty) days before the expiry of the term of the existing School Management Committee, except in cases duly approved by the competent authority.

Note .– (i) The process of election for constitution or reconstitution of the School Management Committee viz. preparation of provisional voters' list under the Category of 'Guardians' etc., shall not be started within three months from the commencement of the academic year.

(ii) The date of election under the category of Guardians for Constitution or reconstitution of the School Management Committee shall not be fixed within six months from the commencement of the academic year.

4. **Approval of the provisional voters' list.**– (1) (a) The Head of the Institution or any other person authorized by the District Inspector of Schools shall prepare a programme of election, in detail, as per procedure 17 read with specimen at Form No. 1 (SMC) for the purpose of constitution or reconstitution of the School Management Committee and also prepare a register of eligible voters under the category of guardians for constitution or reconstitution of the School Management Committee and get them approved at a meeting of the School Management Committee /Ad-hoc Committee convened by the head of the Institution or any other persons authorized by the District Inspector of Schools with 7 (seven) clear days' notice to be served by registered post with acknowledgement due to every member of the Committee.

5. **Election Programme.**–The Head of the Institution or any other person authorized by the District Inspector of Schools shall communicate the approved programme of election, to all eligible voters included in the provisional voters' list, under certificate of posting, within a week of the meeting of the School Management

Committee /Ad-hoc committee, as the case may be, convened for the purpose approval of the said election programme as per Form No. 3 (SMC).

6. **Provisional voters' list**.– The Head of the Institution or any other person authorized by the District Inspector of Schools shall publish the provisional voters' list and the Election Programme duly approved by the Sub-Inspector of Schools of the concerned CLRC.

7. **Final voters' list**.– (1) The Head of the Institution or any other person authorized by the district Inspector of Schools shall prepare the final voter's list on the basis of claims to an objections against, if any, and get the same approved by the Sub-Inspector of Schools of the concerned CLRC.

Note.— (1) The lists of eligible voters in the category of guardians shall be prepare by the head of the Institution or any other person authorized or any other person authorized by the district Inspector of Schools on the basis of both Admission Registers and Attendance Registers.

(2) If it is found from the Attendance Register that a student has been absent from the school for three consecutive months without the knowledge and permission of the Head of the Institution till the date of the preparation of the provisional voters' List, the student shall be deemed to have left the Institution and the guardian of the ward (s) whose name was recorded in the Admission Register will cease to be a guardian for the purpose of election of the School Management Committee.

But prior to debarring the Guardian from exercising his voting right on the ground of his/her ward being absent for three consecutive months as stated above, a notice shall have to be issued by the head of the Institution to the Guardian concerned before publication of the Provisional voters' List.

(3) Any admission of a student after four months from the commencement of academic year either fresh admission or admission on transfer shall not be entered in the Final Voter List.

8. **Nomination paper**. – (1) Nomination Papers shall be submitted as per specimen at Form No. 2 (SMC).

(2) Election in respect of category of "Guardian" shall be held by Ballot. In case, the category goes unrepresented due to non-submission of Nomination Paper (s) or invalid Nomination Paper(s) or withdrawal of Nomination Paper(s) by the candidate (s) the election shall be held afresh on the said voters' list within 30 (thirty) days of the date of election with a notice of 7(seven) clear days, the stage of such election commencing from inviting Nomination Paper (s) etc.

9. **Day of election**.–The election shall be held on a Public Holiday, preferably on Sunday. If any election becomes due within a long vacation, arrangement shall be made for holding the election before such vacation commences. No part of the Election Programme shall fall within a long vacation, if not directed otherwise.

10. **Authentication of voters' list, nomination papers and letter of intimation to voters**.– Every page of lists of Voters, Nomination Papers, Letter of Intimation to Voters' etc. shall bear the signature of the Head of the Institution or any other persons authorized by the District Inspector of Schools.

11. **Conduct of election in absence of Election Officer**.–In case the person selected for conducting the election fails to be present on the date of election in time, in that event, the Head of the Institution shall conduct the election as 'Election Officer' if not directed otherwise by the District Inspector of Schools.

12. **Ballot papers**.– (1) The counterpart of each Ballot paper to be used for the purpose of election members of the School Management Committee shall be serially numbered and each Ballot paper shall bear the names of the contesting candidates in the alphabetical order on the basis of the first name. No symbol shall be used on the Ballot paper. Each Ballot paper shall be signed by the Election Officer before issue.

(2) In case, a voter casts votes in excess of the total number of seats, the entire Ballot paper shall be cancelled.

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13. **Casting of votes**.– (1) When contesting candidates pool equal number of votes in respect of a category, a decision shall be made by the Election Officer by drawing lots (for once) only in the presence of the contestants at that time.

(2) While casting vote(s), if a voter uses his seal in a way causing confusion in specifically determining the candidates (s) in whose favour such a vote(s) has been cast, only the confusing portion shall be cancelled, provided the voter does not vote in excess of the total number of seats.

14. **Programmes of election**.–The Programme shall contain the precise dates and hours of election:

(i) Publication of the Provisional voters' List at last 30 (thirty) days before the date of election between 11.00 a.m. and 2.00 p.m.

(ii) Submission of claims to the inclusion or objections, if any, against omission or inclusion of any name(s) in the provisional Voters' List within 8(eight) days from the date of publication of provisional Voters' List— between 11 a.m. and 2 p.m.

(iii) Publication of the Final voters' List not less than 15(fifteen) days before the date of election – between 11 a.m. and 2 p.m.

(iv) Submission of Nomination Paper(s) by the contesting candidate(s) not less than 7(seven) days before the date of election — between 11 a.m. and 2 p.m.

(v) Scrutiny of Nomination Paper(s) and declaration of name(s) of eligible candidate(s) not less than 5 (five) days before the date of election— at 2 p.m.

(vi) Withdrawal of Nomination Paper(s) within 24 (twenty-four) hours of the scrutiny of Nomination Paper (s) — between 11a.m. and 2 p.m.

(vii) Holding of election of member (s) to the Committee from 9 a.m. to 12 Noon and from 1 p.m. to 4p.m., if necessary.

Note.— In the case of a school sitting in the morning shift, suitable time for election programme will be fixed by the Head of the Institution in consultation with the Managing Committee.

15. **Procedures of election**. – (1) Where the number of contestants does not exceed the number of members to be elected as per provision of the rules, the contestants shall be declared elected uncontested. If the number of contestants fall short of the number of members, to be elected, such contestants also shall be declared elected uncontested and the remaining vacancy/vacancies shall be filled by a fresh election as per rules.

(2) The counting of the votes shall be completed on the date of election. If that be not possible for any unavoidable reason, that will be recorded in writing by the Election Officer and the Election Officer shall in that case seal the Ballot box/boxes in the presence of the contesting candidates at the Polling Booth, informing them of the time of counting of votes the following day and keep such sealed Ballot box/boxes in the custody of the Head of the Institution or any other person authorized by the District Inspector of Schools.

(3) The Election Officer immediately after the counting of votes shall declare the names of elected members in the presence of all contesting candidates and submit a written report to the Head of the Institution or a person authorized by the District Inspector of Schools.

16. **Preservation of election papers etc**.– All election papers including un-used Ballot papers and a copy of the Report of the Election Officer shall be kept under the custody of the Head of the Institution or any other person authorized by the District Inspector of Schools.

17. **Completion of election**.–The election of office-bears shall not be held until the constitution or the reconstitution of the Committee has been completed by the elected, co-opted or nominated members.

18. **Nominee of local body.**– (1) In the case of an Institution situated in an urban area and not covered by the *Panchayat*, the Head of the Institution or any other person authorized by the District Inspector of Schools shall write to the concerned Chairman of the Municipality/Municipal Corporation to send the name of the elected Commissioner of the ward of the Municipality /Municipal Corporation at least 15 (fifteen) days prior to the date of holding election of guardian members on the School Management Committee, by registered post with acknowledgement due and in case of failure of the Chairman of the Municipality /Municipal Corporation, the concerned Executive Office of the Municipality/Municipal Corporation will be informed for sending the said name for the School Management Committee.

(2) In the case of an Institution situated in an area covered by the *Panchayat*, the Head of the Institution or any other person authorized by the District Inspector of Schools shall write to the concerned Gram Pradhan to send the name of the elected member of the concerned Gram Sabha in which the school is situated at least 15 (fifteen) days prior to the date of holding election of guardian members on the Committee, by registered post with acknowledgement due and in case of failure of the Gram Padhan the concerned BDO of the Block will be informed for sending the said name for the School Management Committee.

(2) The Head of the Institution shall be the ex officio Secretary of the School Management Committee and convene the first meeting within 15 (fifteen) days from the date of holding election of guardian members on the Committee shall be the convenor of all meetings of the School Management Committee.

(3) The Head of the Institution in the first meeting shall conduct its proceedings till the election of the President is held. Thereafter, the Vice President shall be elected on the basis of majority of the elected or ex officio member attended the first meeting. In case of a tie, drawing of lots for once only, shall be applicable to resolve the tie.

19. **First meeting of newly constituted or reconstituted School Management Committee.**–The newly elected Committee shall be deemed to have assumed charge from the outgoing School Management Committee from the date of election of office-bearers or from the date of expiry of outgoing Committee/ Administrator whichever is later and the newly elected School Management Committee shall start functioning from the very said date.

20. **Casual vacancy created before first meeting.**–(1) If an elected member resigns, dies or loses his/ her qualification for any reason before election of office bearers, the remaining members (elected, nominated and *ex officio*) shall first elect the office bearers and thereafter, the vacancy already caused shall be filled by co-option on the basis of majority.

(2) If an elected member resigns, dies or loses his/her qualification for any reason after formation of the School Management Committee, the vacancy shall be filled by co-option on the basis of majority by the remaining members (elected, nominated and *ex officio*) from the Final Voter List.

(3) In case of a tie, as there is no provision for 'casting vote' of the head of the Institution, a decision shall be made by the Head of the Institution by drawing lot (for once only) in the presence of the members of the Committee.

21. (1) **Guardian-voter owes his/her eligibility as a voter under the category of Guardians, in respect of the particular ward or wards.** As soon as that ward or wards leave the Institution, the qualification of a guardian-voter shall cease. In case a ward is issued TC as per application of the parents/guardian or School Leaving Certificate on completion of the primary education in a particular academic year, the eligibility of the guardian-voter in respect of that ward shall cease from first day of the following academic year.

22. **Tenure**.–Unless there is specific approval from the competent authority for extending the statutory term of a Committee, every member of such School Management Committee shall have to vacate on the expiry of its usual term of three years.

23. **Report**.–The Head of the Institution shall submit to the report on the constitution or re-constitution of the School Management Committee after it has assumed charge, as per specimen of Form No. 4 (SMC) through the District Inspector of Schools with an advance copy to the concerned Primary School Council through the District Primary School within 7 days.

24. **Finality**.– In case of any doubt or dispute in the matter of holding election at any stage, the matter shall be referred to the Directorate School Education, West Bengal whose decision thereon shall be final.

Form 1

Programme for holding election of members of the School Management Committee

Suppose, the term of a Committee expires on and from 15.11.2012 in that event, the election shall be held by the 15.09.2012 at the latest. If the Election be fixed on 26.08.2012 as the date of election (assuming it as Sunday or a holiday), the programme shall be as under:

(1)	Date and time of publication of the Provisional voter's List. (at least 30 days before the date of election)	16.07.2012 between 11 a.m. 2 pm
(2)	Submission of claims to and objections Against inclusion of any name (s) (Within 8days from the date of publication of Provisional Voters' List)	23.07.2012 between 11 a.m. and 2 p.m.
(3)	Publication of the Final voter's List (not less than 15 days before the date of Election)	10.08.2012 between 11 a.m. and 2 p.m.
(4)	Submission of Nomination paper(s) (not less than 7days before the date of election)	20.08.2012 between 11 a.m. and 2 p.m.
(5)	Scrutiny of Nomination papers (not less than 5 days before the election)	21.08.2012 At 2 p.m.
(6)	Withdrawal of Nomination Paper(s) (within 24 hours of the scrutiny of nomination papers)	22.08.2012 between 11 a.m. and 2 p.m.
(7)	Holding of Election	02.09.2012 9 am to 4pm

Note.–(1) In case the school sits in the morning shift, suitable time for election programme will be fixed by the Head of the Institution in consultation with the District Inspector of Schools concerned.

(2) Dates under items (1) to (6) should be all working days.

Signature of Head Teacher *affixing the Seal, or any other Person authorized by the District Inspector of Schools.*

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Form 2

Nomination of Guardian

In connection with the Election of Members of the School Management Committee of ——————————

Name of the contesting candidate (in block letters)——————————

Voters' number on the list of voters——————————in the Category of Guardian.

Proposed by (full signature)——————————

Proposer's Voter No. ——————————

Seconded by (full signature)——————————

Seconder's Vopter No.——————————

Signature in full of the contesting candidate(s)——————————

Date and time of issue of the Nomination paper——————————

Signature of the Head of the Institution or any other person authorized by the District Inspector of Schools——————————

Date and time of receipt of Nomination papers from the contesting candidates—

Signature of Head Teacher *affixing the Seal, or any other Person authorized by the District Inspector of Schools.*

Note : (1) It should be carefully noted that the name of the contesting candidate as well as of the proposer and Seconder should tally with those recorded in the final voters' list.

(2) Minor defects like spelling mistakes in the name(s) should be ignored.

(3) In case of any major discrepancy making confusion regarding identity of the candidate or the Proposer or the Seconder, the Nomination Paper is liable to be rejected.The decision of the Scrutiny Officer in this respect shall be binding.

(Under Certificate of Posting)

Form 3

Letter of intimation to be issued to the Guardian-voters

To

Sri/Smt——————————

——————————

Sub .– Constitution/Reconstitution of the School Management Committee of ——————————

——————————

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Dear Sir/Madam,

You are hereby informed that the Constitution/Reconstitution of the School Management Committee of the above-named school will be held on.....according to the programme noted below.

You are requested to contact the head of the Institution or any other persons authorized by the District Inspector of Schools for any detailed information in this regard.

Signature

Office Seal

ELECTION PROGRAMME

Date Time

1. Date and time for publication of the Provisional Voters' List———————————

2. Submission of claims to and objections against omission or inclusion of any name(s) in the Voter's List———————————

3. Publication of the Final voters' List———————————

4. Late date of submission of the Nomination Paper(s) to the Head of the Institution or any other person authorized by the district Inspector of Schools ——

5. Scrutiny of Nomination paper(s)———————————

6. Withdrawal of Nomination paper(s)———————————

7. Holding of Election ———————————

8. Name of the Ward Sri/Smt.....

Class..... Section.....

9. Year and date of admission of the Ward .....

10. Sl. Number of the Admission in the Admission Register.....

Form 4

Letter for reporting Constitution/Reconstitution of the School Management Committee to the DPSC,————————.

To

The Secretary, District Primary School Council,————————,

Sub: Report on the Constitution/Reconstitution of the School Management Committee of————————

1. Date of election of members under the category of Guardians————————

2. The date of sending the name of the elected member of the Gram Sava or ward ————

3. The date of election of office – bearers ———————————

4. Whether nomination paper(s) have been invited and the election has been held by Ballot.....

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5. Detail of the members of the School Management Committee:-

SL No.	Name of the member	Name of the ward and class in which the ward is reading	Reference of Voter List	Remarks
1				President
2				Vice-President
3		Not applicable	Not applicable	Secretary
4				Member
5				Member
6				Member
7				Member
8				Member
9				Member
10				Member
11				Member
12				Member

6. The date of holding of the election of office-bears of the outgoing Committee and the date of expiry of the term of the existing Committee.

Signature of Head Teacher *affixing the Seal, or any other Person authorized by the District Inspector of Schools.*

Form 5
Co-option of Members/Guardian Category

To
The Secretary,
District Primary School Council,
.....

Sub: Co – option of Sri/Sm.....

On the School Management Committee of .....
Cause of vacancy for which the co-option has been made.

Signature of the Head Teacher
Office Seal.

By order of the Governor,
VIKRAM SEN
Principal Secy. to the Govt. West Bengal.

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RELEVANT WEST BENGAL GOVERNMENT NOTIFICATIONS PERTAINING TO RTE ACT, 2009

Chapter 4

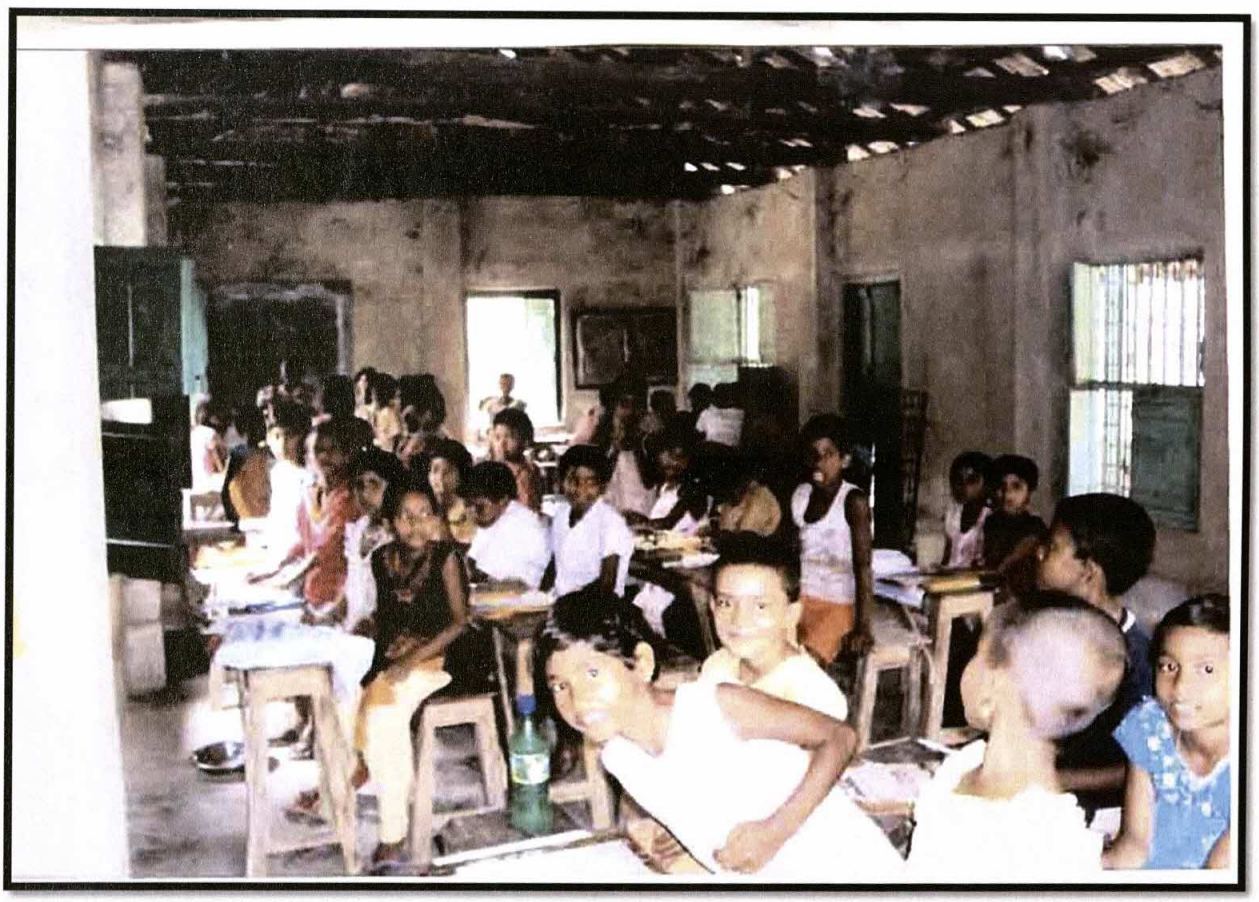
RELEVANT WEST BENGAL GOVERNMENT NOTIFICATIONS PERTAINING TO RTE ACT, 2009

Sl. No.	NOTIFICATION NO.	ISSUED BY	CENTRAL THEME / SUBJECT
1.	134-SE(Pry)/10M-95/2000(Pt.I) dt.04.03.2010	School Education Department, GoWB	Setting up of New Primary and Upper Primary schools in rural and urban areas
2.	1723-ES/S/10M-84/2010 dt.24.11.2010	School Education Department, GoWB	Guidelines for prohibiting physical punishment and mental harassment to children in schools
3	09 SE(S)-SL/5S-116/10 dt.06.01.2011	School Education Department, GoWB	Guidelines for prohibiting physical punishment and mental harassment to children in schools
4.	187-SE(LAW)/S/1A-01/09 dt.14.02.2011	School Education Department, GoWB	No collection of fees, charges or expenses from any child till completion of elementary education, other than development charge of a maximum amount of Rs.240/- only per year
5.	189-SE(LAW)/S/1A-01/09 dt.14.02.2011	School Education Department, GoWB	Prohibiting teachers to engage himself/herself in private tuition or private teaching activity

Sl. No.	NOTIFICATION NO.	ISSUED BY	CENTRAL THEME / SUBJECT
6.	190-SE(LAW)/S/1A-01/09 dt.14.02.2011	School Education Department, GoWB	Admission of at least 25% of children belonging to weaker sections and disadvantaged group in class-I of unaided schools and provision of free and compulsory Elementary Education to such student still completion
7.	60-SE(P&B)/10M-9/10 dt.18.02.2011	School Education Department, GoWB	Implementation of Child Tracking Project (Project Dipankar) from time of admission to school in class-I till he/she completes the elementary level of education at class-VIII
8.	86-SSE/11/ES/S/1A-01/2009 dt.25.02.2011	School Education Department, GoWB	Complaint against denial of admission faced by the children (6-14years) in schools
9.	1411-ES/S/7C-61/2010 dt.22.11.2011	School Education Department, GoWB	Formation of West Bengal State Advisory Council to provide advice to State Government for effective implementation of RTEAct,2009
10.	494(100)-SE/11 dt.20.12.2011	School Education Department, GoWB	Admission procedure in schools as per provisions of the RTEAct,2009
11.	1584-SE(S)/1A-01/09 dt.21.12.2011	School Education Department, GoWB	Sanction of additional posts of teachers for maintaining pupil-teacher ratio in Primary schools and Junior High /High/Higher Secondary schools

Sl. No.	NOTIFICATION NO.	ISSUED BY	CENTRAL THEME / SUBJECT
12.	122-SE(S)/ES/S/10M-64/11 dt.17.01.2012	School Education Department, GoWB	Constitution of a Committee on Experts to examine the entire syllabi, curriculum and texts from class-I to class-XII in West Bengal and to suggest modification there in line with provision of RTEAct,NCF2005
13.	1114-SE(LAW)/1A-01/09 dt.03.07.2012	School Education Department, GoWB	Regarding free pre-school education for children within the state of West Bengal whose age is between 5years and above but below 6 years as on 1st day of every academic session starting from2013
14.	745-SE(EE)/10M-186/2010 dt.06.11.2012	School Education Department, GoWB	Process of Admission of children in elementary classes through the process of Lottery
15.	792(76)-SE(EE)/10M-186/2010 dt.20.11.12	School Education Department, GoWB	Admission of children in Pre-primary classes

Fourteen notifications as delineated above are given as annexure at the end of this document for ready reference.



SCHOOL DEVELOPMENT PLAN

Chapter 5

SCHOOL DEVELOPMENT PLAN

1. GENERAL INFORMATION ABOUT SCHOOL

a. Name of School.....

b. Type of School

Primary ☐ **Upper Primary** ☐

Secondary ☐ **Higher Secondary** ☐

c. Address of School

.....

P.S..... **P.O**.....

Block ..... **District** .....

Phone No..... **Fax**.....

Email Id .....

d. School Code (DISE) .....

e. (i)Year of establishment .....

(ii) Year of recognition .....
(with Board /Council's Sanctioning Memo No. , if any)

f. Total area of the school.....

g. Medium of instruction .....

h. (i) Name of Gram Samsad .....

(ii) Name of Gram Panchayat .....

i. (i) Name of Ward.....

(ii) Name of Municipality/Corporation.....

j. (i)Name of Circle Resource Centre/Educational Borough.....

(ii) Distance of school from Circle Resource Centre .....

k. (i)Name of Cluster Level Resource Centre.....

(ii) Distance of school from Cluster Level Resource Centre .....

l. Distance of school from Block headquarter .....

m. Distance of school from District headquarter .....

2. Brief history of the school

.....

.....

.....

.....

.....

3. Some good practices of the school/students

.....

.....

.....

.....

.....

4. **Alumni of the school**

.....

.....

.....

.....

.....

BRIEF DESCRIPTION OF THE LOCALITY OF THE SCHOOL

1. **History of the locality :**

.....

.....

.....

.....

.....

2. **Demography of the locality :**

   a. **Number of families category-wise**

Family	GEN	MINORITY	SC	ST	OBC	TOTAL

   b. **Number of families income-wise**

Family	LIG	MIG	HIG	TOTAL

c. **Population, category-wise**

	GEN	MINORITY	SC	ST	OBC	TOTAL
Male						
Female						
Total						

d. **General occupation of the people in the locality**

Service ☐ **Business** ☐ **Daily Labour** ☐

Agriculture ☐ **Others** ☐

e. **Resource map of the locality(natural, economical, educational etc.,)**

.....

.....

.....

.....

.....

f. **Overall Literacy Rate**

Male ..... **Female** ..... **Total** .....

g. **Availability of Communication facilities in the locality (bus, train, rickshaw, van etc.,)**

.....

.....

.....

h. **Availability of health and other facilities in the localitywith contact details:**

(i) **Hospital/Primary Health Centres** .....

(ii) Fire Service Station.....

(iii) Police Station.....

EDUCATIONAL INSTITUTIONS IN THE LOCALITY

1. **Name of Institution for School Education**

a. Name of Anganwadi Centre(s)

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b. Name of Primary School(s)

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c. Name of Shishu Shiksha Kendra (s) [SSK (s)]

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d.Name of Upper Primary school(s)

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e. Name of Secondary school(s)

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f. Name of Madhyamik Shiksha Kendra (s) [MSK(s)]

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g. Name of Madrasah(s)

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2. a. Distance of Upper Primary school(s) from Primary school(s)

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b. Distance of Secondary school(s) from Primary school(s)

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c. Distance of Anganwadi Centre(s) from Primary school(s)

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3. Name of Institution for Higher Education

a. Name of Higher Secondary school(s)

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b. Name of College(s)

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c. Name of University(s)

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d. Others.....

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FORMAT FOR SCHOOL DEVELOPMENT PLAN

1. BACKGROUND

Schools have to be suitably oriented and functional in terms of RTE ACT,2009 and accordingly the desired aim of the school has to be fixed. The idea of cooperation and oneness with the school will have to be instilled in the local people, guardians, teachers and students. Discussion with people's elected representatives and various organizations is necessary to fix a definite aim for the school so that each one of them can independently express their individual opinions on how they would like to see the school to develop in the future. For further development of the school, new ideas regarding implementation of work plan have to be encouraged among the general public. Equal opportunities are to be provided to all people hailing from rural areas in this context.

True education leads to change. Teachers try to bring a change in the children regarding their thinking process, feelings and perception about the entire world etc. The aim of the schools is to give direction as to how the change will occur in the children. Schools with effective attitude and farsightedness become successful in this regard.

2. AIM

To ensure development of children, teachers and school environment through school infrastructure and human resource, quality of education, equity and proper administration of school in the light of the Right of Children to Free and Compulsory Education Act,2009 (RTE Act,2009) and National Curriculum Framework, 2005(NCF,2005) in a specified timeframe.

During preparation of School Development Plan, the following school based aims or visions are to be taken into consideration:

- Ensuring enrolment of all children in school

- Providing all facilities available with the school to all children, especially children with special needs (CWSN) , girl children and economically and socially disadvantaged children
- Ensuring quality primary education to all children in child-centric approach
- Active and effective participation of the community
- Considering school as a pivotal centre in all villages for enhancing the awareness about education

The purpose of School Development Plan shall be the following:

- The School Development Plan shall be a three-year plan. The progress made by the school shall be recorded in the Plan every year and the entire plan shall have to be reassessed and redesigned accordingly.
- To determine how to implement various plans in SDP and to what extent a school can make progress continuously in the field of education so that the quality of each and every school may be measured
- To identify definite areas in the Plan where progress is needed.

IS OUR SCHOOL ON THE RIGHT TRACK- SOME INDICATORS

Sl.No.	Major aspects of School development	Key parameters	Broad indicators
1.	**Physical**	a. When children come to school	• Every girl and children from disadvantaged families reaches school comfortably everyday • Every child with special needs moves in and around school without much difficulty
		b. Children's experience in school campus	• School has wide range of attractive, child friendly playing facilities

	• School has wide range of aids for facilitating learning • Girls and children from disadvantaged families also play freely like other children in those spaces • School has adequate space for parking vehicles, bikes, cycles, etc., of staff and children
c. Children experience in classrooms	• Children find the classrooms comfortable in all seasons • Learning materials are easily accessible to children for use
d. Children safety and security in school	• Building is safe for children during fire, flood and other emergency situations • The kitchen is separate
e. Facilities in school for effective teaching (library, indoor and outdoor school spaces for pedagogic use)	• Children find every part of the classroom to be a learning tool • All children remain busy in some or other learning activities • All children use library regularly and take part in library related activities • Learning outcome of every child improves steadily • Maintenance of Wall magazine, Bulletin, Notice Board in the school for creative work • Adequate number of books on general knowledge and computer in the school library
f. Facility for Mid-Day Meals	• Fresh, hot and nutritious (cooked) Mid-Day Meals are served to every student • Girls and children from disadvantaged families eat comfortably with other friends without any discrimination • Children remain healthy and active throughout the day in various learning activities • Iodized salt is used
g. Facility for drinking water and toilet for every child	• Adequate drinking water is available for all children with taps at comfortable height for every child in school

	• Girls and children from disadvantaged families comfortably use the drinking facilities like other children • Separate usable toilet facilities are available for girls and boys. They are used regularly • The areas marked for drinking water and toilet are kept clean and are hygienic
h. Facilities for sports and games	• School provides adequate playing space, facilities and opportunities to all children to play regularly • Girls and children from disadvantaged families actively take part in some sport or other Activities
i. Facilities for gardening	• School is to maintain a garden consisting of different variety of trees • Children can use the garden as a laboratory in order to learn about trees, insects and small organisms • Knowledge and skill of children on Life Science shall be increased
j. Availability of Teacher/s	• Teachers are available in the school as per the RTE norms • Teachers attend school regularly
k. All children in school	• No child in 6 to 14 year age group in the community remains out of school • Every child attends school regularly • Girls and children from disadvantaged families come to school regularly • Dropout rate of school reduces to the minimum
l. Availability of teaching learning material and equipment	• School has adequate provision of teaching learning material for facilitating teaching learning in all subjects • The process of education is facilitated by maintaining

			constant interaction with the community and by using local resources • Teaching learning materials are organized in the school in subject specific learning corners • All the TLMs are displayed properly and are easily accessible to all children in the school • TLMs are not preserved inside locked almirahs or boxes • School has adequate equipment as per the RTE norms
2.	**Academic**	a. Teacher preparation and performance	• All teachers are professionally trained • Every teacher undergoes annual in-service training as per his/her need • Teachers use the experience of training in their teaching learning processes • Teachers set up learning goals for every child, especially from disadvantaged families, using her/his background, capability, interest and potential • Teachers engage intensively with every child and extend support as per her/his learning requirements • Teachers ensure that every child experiences success in some field and pursues her/his learning goals with interest • Teachers design child appropriate strategies for enhancing their learning outcomes
		b. Teacher support system	• School forms academic resource groups for addressing academic needs of both teachers and students • School constantly collaborates with CRC and CLRC for mobilizing academic support to the teachers and students • CRC and CLRC constantly

	interact with school in addressing emerging issues by designing strategies for supporting teachers and teaching learning processes
c. Community's participation	• School has a dynamic School Management Committee for promoting equitable and inclusive practices in school by inviting appropriate people as members • Community identifies local learning resources and makes them accessible to school • Community partners with school to enhance quality of teaching learning processes • Community attempts to extend the democratic and inclusive approaches of school to society
d. Development & use of TLMs/TLEs	• School and community to increase the extent of teaching-learning materials/equipment • Teachers and children to collect and organize materials for different activities • Children can use TLMs independently while following the teaching-learning process • Teachers, children and community members continuously search for new ideas and materials in the society, market and local areas
e. Child-friendly, child-centered teaching learning processes	• School promotes teaching learning processes that are based on the principles of learning and are appealing to children of all categories • Girls and children from disadvantaged groups happily take part in the processes • Every child benefits from the teaching learning processes
f. Continuous & Comprehensive learning assessment	• Teachers and students observe and consult each other in a continuous manner

			• Teachers develop learning goals for every child in the class • Teachers record their observations • Teachers assess the learning progress of every child in different subject areas • Teachers prepare detailed approach for continuous and comprehensive learning assessment • No child feels pressure or trauma while being assessed during an examination • Whole Child Development cumulative reports are displayed in the school campus
		g. Initiatives towards Whole Child Development	• The school looks much beyond the 3 Rs by touching upon child care, protection, nutrition, health, and happiness as important components of Whole Child Development • Every child to have cumulative academic record / card • The school welcomes every child, with special thrust on children from disadvantaged groups, to take part in various activities related to holistic education for Whole Child Development
3.	**Social**	Collaboration of school with community , parents, NGOs, academic support system, other resource agencies/ persons	• School clearly identifies all major activities to make RTE a reality for every child in the community • School builds up strong partnership with community as an equal and active partner • School identifies and categorizes appropriate agencies/ individuals in community, NGOs and other research and resource organizations for partnership • School seeks association of wide range of partners in school development activities • School welcomes appropriate partners to understand the issues related to the implementation of

			RTE in the locality and adoption of appropriate strategies to address those issues • School coordinates the activities with community, NGOs and other resource agencies in a democratic manner • School appreciates and adopts every useful effort of community, NGOs and other resource agencies • School remains in constant touch with the agencies and individual for their advice and cooperation in the school development procedure
4.	**Managerial**	Management of Resources – infrastructure, human, finance, teaching learning processes and education of equitable quality	• School sets goals for ensuring enrolment of all children in the locality • School clearly identifies who will do what and facilitates their activities in a focused manner to achieve the goals • School clearly identifies various resources required for effective school development • School plans systematic strategies to mobilize and use the different resources as per the norms of RTE • School designs appropriate plans for effective management of infrastructure of the school through regular repair and maintenance • School emphasizes on value for money by planning for its cost effective utilization in terms of ensuring the desired outcomes for children • School manages teachers and teaching learning materials for their improved performance and utility respectively • School ensures equity and inclusive practice in every respect • School uses performance indicators for teachers and children to track and enhance their performance

The School Development Plan of the school needs to use these performance indicators as yardstick to check and find out if the school is on track towards achieving the RTE goals for ensuring free and compulsory education to every child in 6 to 14 year age group successfully.

3. HUMAN RESOURCE

a. Current status- Information regarding children enrolled in school

(i) Class wise enrolment of children in the school

Class	Boys						Girls						Total (Boys+Girls)
	GEN	MIN	SC	ST	OBC	Total	GEN	MIN	SC	ST	OBC	Total	
I													
II													
III													
IV													
V													
VI													
VII													
VIII													
Total													

(ii) Class wise enrolment of Children With Special Needs (CWSN) in the school

Class	Boys					Girls					Total (Boys+Girls)
	MR	LD	VI	HI	Total	MR	LD	VI	HI	Total	
I											
II											
III											
IV											
V											
VI											
VII											
VIII											
Total											

MR - Mental retardation; LD - Locomotor disabilities; VI - Visual impairment; HI – Hearing impairment

(iii) Age wise number of enrolled children of the school in need of Special Training

Age (year)	Boys						Girls						Total (Boys+Girls)
	GEN	MIN	SC	ST	OBC	TOT	GEN	MIN	SC	ST	OBC	TOT	
6 to < 7													
7 to < 8													
8 to <9													
9 to <10													
10 to<11													

11 to<12												
12 to<13												
13 to<14												
Total												

(iv) Number of children in the locality enrolled in private school

Class	I	II	III	IV	V	VI	VII	VIII	Total
Boys									
Girls									
Total									

b. Current status - Information regarding out of school children

(i) Age wise number of children in the locality not enrolled in any school:

Age (year)	6 to < 7	7 to < 8	8 to <9	9 to <10	10 to <11	11 to <12	12 to <13	13 to <14	Total
Boys									
Girls									
Total									

(ii) Class wise dropout children of the school:

Class	I	II	III	IV	V	VI	VII	VIII	Total
Boys									
Girls									
Total									

c. Current status - Information regarding number of teachers in position

(i) Primary level

Head Teacher		Regular Teacher		Para Teacher		Contractual Teacher		Deputed Teacher		Total	
Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female

(ii)Upper Primary level

A. Overall position of teachers

Head Teacher		Regular Teacher		Para Teacher		Contractual Teacher		Deputed Teacher		Total	
Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female

B. Subject wise teacher

Science & Maths		F L		S L		T L		Social Studies	
Male	Female	Male	Female	Male	Female	Male	Female	Male	Female

FL- First Language ; SL- Second Language ; TL-Third Langauge

Art& Craft Teacher		Work Education Teacher		Health & Physical Education Teacher		Total	
Male	Female	Male	Female	Male	Female	Male	Female

d. Three-year projection requirement of Teachers in school

(i) Primary level:

Year	Number of students	No. of teachers required as per RTE norm	No. of teachers available in school	No. of teachers required in school	Requirement of Head Teacher
1st Year (actual)					
2nd Year (projected)					
3rd Year (projected)					

(ii) Upper Primary level:

A. Overall requirement of teachers

Year	Number of students	No. of teachers required as per RTE norm	No. of teachers available in school	No. of teachers required in school	Requirement of Head Teacher
1st Year (actual)					
2nd Year (projected)					
3rd Year (projected)					

N.B .: Number of teachers required in the school may be projected from retirement date, teachers going on leave due to various reasons etc.

B. Subject-wise requirement of teacher:

Year	Science & Maths	F L	S L	T L	Social studies	Art & Craft	Work Education	Health & Physical Education
1st Year (actual)								
2nd Year (projected)								
3rd Year (projected)								

FL- First Language ; SL- Second Language ; TL-Third Langauge

e. Detailed information regarding training of teachers

Level	Number of teachers		
	Trained	Untrained	Undergoing training
Primary (J.B.T/ D.El.Ed/Equivalent)			
Upper Primary (B.Ed./Spl. B.Ed./ Equivalent)			

f. Number of newly recruited teachers with 30 days Induction training

Level	Number of teachers					
	Trained for 30 days		Trained for less than 30 days		Site of training	
	Male	Female	Male	Female	Circle	Cluster
Primary						
Upper Primary						

g. Number of teachers with 20 days In-service training

Level	Number of teachers			
	Residential		Non-residential	
	Male	Female	Male	Female
Primary				
Upper Primary				

h. Detailed information regarding inspection and resource sharing by officials and resource persons

Designation of Official/Resource person	Number of inspection(s) with date	Area of Resource sharing

i. Special measures to be taken regarding effective planning for development and empowerment of human resource

(i) To fill the vacant posts for additional teachers and educators within the current academic year.

(ii) To complete training of all untrained teachers during the current academic year.

(iii)Discussions in the meeting at the cluster level should be primarily related to education. The present meeting will also identify the education related issues to be discussed in the next cluster level meeting. In the next meeting, teachers will present the complicated issues related to education that have been identified during the discussion in the previous meeting.

(iv) To ensure that 50% of teachers or less are invited in the training programmes to keep the schools functional.

(v) Advance planning needs to be done on teaching-learning processes of the school so that teachers who do not go for training can skilfully take up the classes in the absence of those teachers who have gone for training.

(vi) Teachers themselves shall submit their needs for training to the CLRC and CRC per month so that officials and resource persons may get prepared and provide necessary assistance during inspection of the school.

(vii) It is an accepted fact that majority of the teachers require more support in understanding of the subject taught. Requisite method has to be adopted so that teachers are able to imbibe the technique of teaching-learning process as per section 29 of RTE Act, 2009.

It will be more helpful if the training and the topics for discussion are subject specific. The agenda for training should be based on subjects so that subject specific knowledge and interaction process get enriched.

4. a. SCHOOL INFRASTRUCTURE

Infrastructure	Existing	Requirement			Remarks
		1st year	2nd year	3rd year	
All weather building					
Number of classrooms					
Head teacher's room					
Office room					
Staff room					
Laboratory					
Laboratory equipment					
Sick room					
Playground					
Play material, sports & games equipment					
Safe & adequate Drinking Water					
Common toilet					
Separate toilet for girls					
Separate toilet for teachers					
Boundary walls/fence					
Ramp					
Handrails					
Electricity					
Computer					
Blackboard					
Chairs					
Tables					
Benches					

Mats					
Almirah					
Display Boards					
Kitchen					
Storeroom					
Cooking Utensils					
Library					
Teaching Learning Equipment					
Fire Fighting Equipment					
Medical contingency					
Height chart					
Weight machine					

b. Special measures taken to ensure infrastructural facilities in the school

(i) Completion of construction of all Additional Classrooms within the current academic year

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(ii) Sufficiency of light, ventilation and space in the classrooms

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(iii) Availability of safe drinking water in sufficient quantity

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(iv) Access, use and maintenance of toilets

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(v) **Position of blackboard in classroom**

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(vi) **Sufficient number, proper use and design of furniture**

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(vii) **Availability of child-friendly materials in the design of the school and classrooms**

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(viii) **Availability of safe space for library**

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(ix) **Availability of sufficient space for preservation of information and teaching learning equipment related to CCE**

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(x) **Quality of playground**

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(xi) **Supply of electricity and related safety measures**

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(xii) **Access and use of play material ,games and sports equipment**

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(xiii) **Quality of handrails and ramps and their accessibility for CWSN in the school compound**

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(xiv) **Any other**

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5. QUALITY OF EDUCATION:

a. Detailed information regarding availability of teaching learning materials for children

Class	I	II	III	IV	V	VI	VII	VIII
Textbooks								
Activity books								
Exercise books								
Pencils								
Erasers								
Drawing copies								
Colour Pencil boxes								
Geometry boxes								
School bags								

b. Measures for executing work plan regarding provision of the following TLMs to students

(i) Activity book with every textbook for all students (class I to VIII).

(ii) At least one exercise book for every subject for each student.

(iii)At least two (2) 100 page drawing copies for each Class I & II student, and one (1) drawing copy for each Class III & IV student. Crayon pencils and pencil boxes will be provided to all.

(iv) Geometry boxes for all students of Classes III to VIII.

(v) To see whether the science TLMs provided to schools are directly related to the textbooks.

(vi) Adequate number of subject-based supplementary materials to the teachers which will enrich them in the subjects and enable them to prepare projects on environment for the students

(vii) Proper arrangement of supportive equipment, appropriate TLMs and books in braille for CWSN.

c. (i) Present status and Work plan of Teaching Learning Methodology:

Issues	Present status	Highlights of Work plan
Method of formation of groups among children		
Use of Blackboard by children		
Communication with children through conversation		
Integration of text material with classroom environment		
Availability of opportunity to the children for practising the subject learnt		
Availability of opportunity for revision of previous lessons		
Measures to handle children at different learning levels		
Awareness of teachers regarding events related to the chapter		
Use of experience and resource of the community		
Project preparing skills of teachers		
Opportunity to learn through debates, quizes, dramatization of chapters etc.		
Organization of activities outside the classrooms		
To familiarize parents with teaching learning methods		

(ii) What are the strategies for innovative activities to be taken up in the school for improvement of academic performance of children?

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(iii) What are the strategies for innovative activities to be taken up in the school for improvement of non-academic performance of children?

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d. Continuous Competency based evaluation:

(i) Write in details about the present system of evaluation.

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(ii) Measures regarding work plan on Continuous Comprehensive Evaluation (CCE)

A. Exchange of comprehensive knowledge on CCE among teachers.
B. Exchange of ideas on CCE with parents/guardians.
C. Maintenance of child register and periodic incorporation of data of each child covering knowledge-based and non-knowledge based areas.
D. Preparation of timetable for continuous evaluation.
E. Awareness about norms related to evaluation of CWSN.
F. Development of effective teaching-learning methods and tools for CWSN

e. Social environment of the school / classroom

Issues	Present Status	Highlights of Work Plan
Sitting arrangement of children belonging to different socio-economic groups in the classroom		
Sitting arrangement of CWSN in the classroom and attitude of teachers and other children towards them		
Representation of children from different socio-economic groups during group formation in the classroom		
Evidence of discrimination during conversation among children& between teachers and children		
Proof regarding disparity in distribution of responsibilities among children		
Engagement of girl children and children belonging to Dalit class in activities outside classroom		
Responsibility of children to look after younger siblings and coordination with Anganwadi centres		
Nature of discussions with community on the above issues		

f. Education of out of school children

Issues	Present Status	Highlights of Work Plan
Maintenance and renewal of child register		
Identification of problems of individual out of school child		
Meeting with parents/guardians for discussing solutions of identified problems		
Identification of needs of out of school children		

Preparation of detailed timetable for providing support to out of school children		
Development of skills of teachers on Special Training		
Availability of Special Training in the school		
Bestowing financial and administrative powers on SMCs for conducting Special Training		
Identification of children in need of Special Training and intimation of same to competent authority and parents/guardians		
Maintenance of records of students undergoing Special Training		
Submission of Quarterly Progress report of such students to competent authority		
Identification of children requiring residential special training		
Identification of families with transferable jobs and making them understand the necessity of keeping their children at a particular place for receiving continuous education		
Arrangement for initiating all-weather residential facilities for such children		
Arrangement of Refresher courses for teachers at specified intervals		

6. Administration of School

Issues	Present Status	Highlights of Work Plan
Formation of SMC		
Ensuring 45 hours of working time per week for teachers including preparation time		

Number of working days in an academic year at **(i) Primary level** **(ii) Upper Primary level**		
Number of instructional hours in an academic year at **(i) Primary level** **(ii) Upper Primary level**		
Arrangements for holding meetings with parents/guardians and nature of issues discussed		
Number of SMC meeting held and nature of issues discussed		
Proper recording and making available the decisions taken by SMC members to the public		
Measures taken to prevent false enrolment in school		
Measures taken to issue transfer certificate		
Measures taken to admit children all year round		
Whether help received from the community		
Involvement of children in planning and administration of school		
Involvement of children in cleanliness of classroom, school environment		
Purpose/Heads of utilizing school grants		
Purpose/Heads of utilizing grants related to maintenance		
Arrangements for purchasing books for the school library		
Inclusion of subjects like Art, Work education, Health Education in the school time table		
Planning for utilizing time outside instructional hours		

Provision of regular health check-up		
Planning for safety against different hazards and calamities		
Proper maintenance of account of the school's expenditure and auditing of same		

7. School Management Committee (SMC)

a. (i) Year of Formation of SMC .....

(ii) Year of Expiry of SMC .....

b. List of School Management Committee members

Sl. No.	Name of member	Gender	Social Category	Class in which ward is studying	Occupation	Designation

c. Meeting of School Management Committee members

Sl. No.	Date of Meeting	Number of members present	Issues discussed

According to the section 14(4) of West Bengal RTE Rules, every School Development Plan shall be signed by the President and the Secretary of SMC and shall be submitted to the concerned D.I/s before the end of the financial year.

N.B.:

1. This is a draft of the proposed format for preparation of School Development Plan.

2. Unless S.M.C members are acquainted with the Right of Children to Free and Compulsory Education Act, 2009 & West Bengal Right of Children to Free and Compulsory Education Rules, 2012, they will not be able to prepare the School Development Plan.

3. Unless the child register is properly maintained and false enrolment in school is prevented, actual infrastructural and manpower needs cannot be ascertained.

4. District level officials may prepare district-level plans in such a way so as to incorporate issues related to school development in it.

ANNEXURE

Government of West Bengal
School Education Department
(Primary Branch)
Bikash Bhavan, Bidhannagar, Kolkata-700 091

No. 134 -SE (Pry)/10M-95/2000 (Pt.I) Dated, Kolkata, the 4th March, 2010

MEMORANDUM

The State Government has been considering for some times the need to specify the requirement for setting up of new Primary and Upper Primary Schools based on rational and need based criteria so that the schools are set up across the State based on such rational criteria. The recent enactment of the Right of Children to Free and Compulsory Education Act – 2009 (No. 35 of 2009) has also provided that the appropriate Government may prescribe appropriate location of school within the neighbourhood of habitable area till completion of elementary education.

2. Now, therefore, the State Government has decided to set up new Primary Schools as per the following physical criteria:

Area	Distance of the nearest school from the habitation
	Primary
Rural	1 km
Urban	½ km.
Maximum students strength	300

The above criteria will be subject to variations in difficult terrains like in hill areas or in island areas and also subject to feasibility.

It is also clarified that the above distance criteria is the maximum allowable and there will be no bar to having more than one Primary School within the same radius of 1 km from human habitations provided the same is justified in terms of accessibility and need based requirement. Every District has to immediately undertake a survey based on the lowest administrative unit that is revenue village (Mouza) and Municipal Ward for which the population data as per Census 2001 is available. The projected population of children in the age group of 5+ to 8+ years as per the last census data and the household survey data has to be calculated and provision for students' strength / enrollment in the existing primary schools as well as SSKs within the Mouza / Municipal Ward has to be verified. On the basis of such verification the

requirement of additional primary schools or additional class rooms in existing primary schools including SSKs has to be found out keeping the distance criteria in mind.

3. In the same manner the State Government has decided to set up new Upper Primary School as per the following physical criteria:

Area	Distance of the nearest school from the habitation
	Upper Primary
Rural	2 km
Urban	1 km.
Maximum students strength	500

The above criteria will be subject to variation in difficult terrains like in hill or island areas and subject to feasibility. It is again clarified that the above distance criteria is the maximum allowable and there is no bar to setting up of more than one Upper Primary school within the radius of 2 km from human habitations according to need based requirement. For the purpose of finding out the actual requirement for setting up new Upper Primary School the projected population of children in the age group of 9+ to14+ years as per the last census report for each revenue village (Mouza) and Municipal Ward in case of urban areas has to be ascertained and the same is to be compared with the availability of Upper Primary Schools as well as MSKs within each Mouza / Municipal Ward and their actual strength of students. The need based requirement for setting up of new Upper Primary Schools will be to fill up the gap between the projected population and the students' strength of existing Upper Primary Schools including MSKs. The requirement for new Upper Primary Schools including proposal for additional class rooms in existing Upper Primary Schools has to be decided keeping the distance criteria in mind. In case of School having combined Primary, Upper Primary and Secondary sections the maximum permissible students' strength should be 1200. In case of Upper Primary School combined with secondary schools the maximum students' strength will be 1000. In case where the students' strength exceed the maximum limit proposal for bifurcation by setting up a new Primary / Upper Primary School within the same campus or outside is to be sent to this Department immediately.

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4. In order to implement this provision for setting up new Primary / Upper Primary School within a neighbourhood as per the aforesaid norms it has been decided that there shall be a District Level Committee consisting of the following members:-

1) Sabhadhipati, Zilla Parishad of each district / Sabhapati, Siliguri Mahakuma Parishad / Mayor, Kolkata Municipal Corporation / Chairman / Administrator, Darjeeling Gorkha Hill Council - Chairman

2) District Magistrate of concerned District / Commissioner, Kolkata Municipal Corporation - Vice Chairman

3) Addl. District Magistrate looking after School Education - Member

4) Chairman, District Primary School Council - Member

5) District Land & Land Reforms Officer - Member

6) All S.D.Os - Member

7) District Project Officer, Sarba Siksha Mission - Member

8) D.I. of Schools (SE) - Member

9) D.I. of Schools (PE) - Member Convenor

The Committee may co-opt any other official to help it to discharge its function.

5. The Committee will examine the requirement for setting up of new Primary / Upper Primary Schools as per norms laid down above and with the GIS based maps already sent to them. Based on such examination the Committee will finalize the actual location where a new primary / Upper Primary Schools need be set up. In case of setting up of new Upper Primary School the Committee will first explore if that can be set up at the nearest existing Primary School through vertical and horizontal expansion. In such case care has to be taken that that the selected Primary School is in the middle location so that the distance criteria is fulfilled.

6. The Committee will also instruct D.L & L.R.O. of the concerned district to send proposal for transfer of the Government / vested land in favour of School Education Department to the L & L. R. Department with copy to School Education Department for necessary follow up action.

7. Where no such Government / vested land is available in the proposed area the Committee will issue notice / appeal inviting donation of land from members of the public / other bodies for the purpose of setting up of new Primary / Upper Primary Schools at the selected locations mentioning that due acknowledgement of the name of the donor or any name/s to be recommended by the donor will be displayed prominently in the school building and the name of such donor / person recommended by him can also be incorporated in the name of the new set up

response is received against such notification / appeal the Committee will recommend to D.L.&L.R.O. to instruct the concerned B.L.&L.R.O. to initiate acquisition proposal in terms of the Land Acquisition Act, 1886 as per the requirement for land specified by the District Leven Committee.

8. Once the land is identified being Government / vested land or donated land or acquired land after completion or donation or acquisition formalities the Committee will immediately send proposal to the Department for approval of the proposed site for setting up new Primary / Upper Primary Schools. On receipt of approval and issuance of necessary notification the Committee will immediately instruct the D.P.O. to place the fund to the concerned Panchayat Samiti / Municipality for immediate construction of the Primary/ Upper Primary Schools as per model design and estimate being circulated by the Department separately. Funds have already been placed with the districts for setting up new Primary/ Upper Primary School under Sarba Shiksha Abhiyan (SSA). In case there is requirement for setting up any additional number of Primary / Upper Primary School over and above the number already sanctioned the Committee will instruct D.P.O. to include such proposal for setting up additional number of new Primary / Upper Primary Schools over and above the number of Primary/ Upper Primary Schools already sanctioned in the SSA Action Plan for the next two financial years. On receipt of the approval from Government of India for such setting up of new Primary / Upper Primary Schools necessary funds will be placed with D.P.O. of the concerned district for placing the fund with the concerned Panchayat Samiti for immediate start of the construction work at the notified site. In case municipal areas the fund will be placed with the concerned corporation / municipalities by the concerned D.P.O. for immediate start of the construction work. After completion of the construction work the concerned Panchayat Samiti/ Municipality will hand over the school to the Village Education Committee/ Managing Committee as the case may be who will be responsible for its maintenance and upkeep.

9. The School Education Department will also provide necessary additional sanction of teachers and non-teaching staff for the new set up Primary / Upper Primary Schools to be specified in the same notification and will endorse the copy of the same to the concerned recruiting agency i.e. Chairman, District Primary School Council in respect of Primary teachers and to the School Service Commission in respect of Upper Primary Schools. The concerned recruiting agency will immediately take necessary action for issuance of advertisement for filling

up the said vacancies of teaching and non-teaching staff and will place the recruited teachers in the new set up Primary / Upper Primary Schools as soon as the recruitment process is completed.

This will take immediate effect. This accordingly modifies all existing guidelines/ notifications on the subject.

Sd/-
(Vikram Sen)
Secretary to the Government of West Bengal

No. 134 /1(100)-SE(Pry)/10M-95/2000 (Pt.I) Dated, Kolkata, the 4th March, 2010

Copy forwarded to the:

1) Sabhadhipati, Zilla Parishad, _____ District / Chairman/ Administrator, Darjeeling Gorkha Hill Council (DGHC) / Sabhadhipati, Siliguri Mahakuma Parishad.
2) District Magistrate, _____ District / Commissioner, Kolkata Municipal Corporation.
3) Chairman, District Primary School Council, _____ District
4) Divisional Commissioner, _____ Division
5) District Project Officer, Sarba Siksha Mission, _____ District
6) Director of School Education, West Bengal.
7) State Project Director, Paschim Banga Sarba Siksha Mission
8) Secretary, West Bengal Board of Secondary Education
9) Secretary, West Bengal Board of Primary Education
10) Principal Secretary, Land & Land Reforms Department
11) Principal Secretary, Minorities Affairs and Madrasah Education Deptt.
12) Private Secretary to the MIC, School Education Department
13) P.A. to Secretary, School Education Department.
14) Dr. Subrata Roy Gupta, Sr. Scientist, NIC – with request to upload the memorandum in the Department Portal.

4/3/2010
(Vikram Sen)
Secretary to the Government of West Bengal

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PART I - Orders and Notifications by the Governor of West Bengal, the High Court, Government Treasury, etc.

Government of West Bengal
School Education Department

NOTIFICATION

No. 1723-ES/S/10M-84/2010 - dt. 24th November 2010. — WHEREAS section 17 of the Right of Children to Free and Compulsory Education Act, 2009 (35 of 2009) (hereinafter referred to as the said Act) prohibits physical punishment and mental harassment to children in school;

AND WHEREAS the National Commission for Protection of Child Rights had also issued certain instructions to State Governments for prohibition of corporal punishment in all schools under their jurisdiction;

AND WHEREAS the Government of West Bengal has considered it necessary and expedient to take steps ensuring the prohibition of physical punishment and mental harassment to children in school under its jurisdictions;

NOW, THEREFORE, in exercise of the power conferred under sub-section (2) of section 35 of the said Act, the Governor is hereby pleased to issue following guidelines for ensuring the prohibition of physical punishment and mental harassment to children in school, namely : -

Guidelines

(1) There shall be (i) a State Level Committee; (ii) a District Level Committee for each district excluding the areas included in Kolkata; and (iii) a Kolkata District Level Committee; for ensuring the prohibition of physical punishment and mental harassment to children in schools under its jurisdictions.

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(2) (a) The State Level Committee shall consist of the following members :-

(i)	the Director of School Education, West Bengal	-	Chairperson;
(ii)	the President, West Bengal Board of Secondary Education	-	Member
(iii)	the Secretary, West Bengal Legal Aid Committee	-	Member
(iv)	one representative nominated by the Chairperson of the West Bengal Commission for Women	-	Member
(v)	one eminent woman advocate to be nominated by the Advocate General, West Bengal	-	Member
(vi)	two medical experts of whom one should be a woman to be nominated by the Director of Medical Educate, West Bengal	-	Member
(vii)	the Head Mistress of Surakanya Girls' High School Kolkata	-	Member
(viii)	the Head Master of the Hindu School Kolkata	-	Member
(ix)	the Principal, David Hare Training College, Kolkata	-	Member
(x)	the District Inspector of School (Secondary Education)	-	Member-secretary
(xi)	the District Inspector of School (Primary Education)	-	Member
(xii)	one woman representative from the Department of Women and Child Development & Social Welfare, Government of West Bengal	-	Member
(xiii)	the Secretary, West Bengal Board of Primary Education	-	Member
(xiv)	two representatives of the Department of Backward Classes and Welfare Department Government of West Bengal, of whom one shall be a woman	-	Member
(xvi)	one representative from the Department of Minority Affairs and Madrasah Education, Government of West Bengal	-	Member

(b) The District Level Committee shall consist of the following members :-

(i)	the District Magistrate	-	Chairperson;
(ii)	the District Inspector of School (Secondary Education)	-	Member-secretary
(iii)	the Chairman, District Primary School	-	Member Council

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(iv)	the Superintendent of Police of the concerned district	-	Member
(v)	the Government Pleader of the concerned district	-	Member
(vi)	one representative from any non governmental organization of repute in the district having the testimony of monitoring of child abuse to be nominated by the District Magistrate	-	Member
(vii)	the District Backward Class Welfare Officer	-	Member
(viii)	the District Social Welfare Officer	-	Member
(ix)	the District Inspector of School (Primary Education)	-	Member
(x)	one medical practitioner on pediatric or child psychology in the district having the testimony of monitoring child abuse to be nominated by the District Magistrate	-	Member
(xi)	the *Karmadhyaksha* of the Women and child Development Standing Committee of the concerned *Zilla Parishad*	-	Member

(c) The Kolkata District Level Committee shall consist of the following members:-

(i)	the Joint Director, Directorate of School Education	-	Chairperson;
(ii)	the District Inspector of School (Secondary Education)	-	Member-secretary
(iii)	the Chairman, Kolkata Primary School Council	-	Member
(iv)	one representative to be nominated by the Commissioner of Police, Kolkata Police	-	Member
(v)	one State Advocate to be nominated by the Legal Remembrancer, West Bengal	-	Member
(vi)	one representative from any non governmental organization of repute in the district having the testimony of monitoring of child abuse to be nominated by the State Government	-	Member
(vii)	one officer in the rank of District Backward Class Welfare Officer to be nominated by the Department of Backward Classes and Welfare, Government of West Bengal	-	Member
(viii)	one officer in the rank of District Social Welfare Officer to be nominated by the Department of Woman and Child and Social Welfare Department, Government of West Bengal	-	Member
(ix)	the District Inspector of School (Primary Education)	-	Member

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(x) one medical practitioner on pediatric or child psychology in the district having the testimony of monitoring child abuse to be nominated by the Director of Health and Family Welfare, West Bengal - Member

(xi) one representative to be nominated by the Department of *Panchayat* and Rural Development, Government of West Bengal - Member

(3) A Committee, constituted hereinabove, shall discharge such functions, as the State Government may assign to them in respect of -

(a) putting into place, systems and structures in all schools so that matters related to discipline and punishment are dealt with in a continuous and comprehensive fashion by all concerned i.e. students, teachers, school management and parents;

(b) monitoring the functioning of the child right cells in schools;

(c) sending out appropriate messages on the seriousness of the issue of corporal punishment as a violation of the right of the child to free and compulsory education;

(d) undertaking widespread publicity of the Right of the Child to Free and Compulsory Education Act, 2009 including the prohibition of physical punishment and mental harassment to children in school mentioned in section 17 of the said Act;

(e) holding meeting periodically to review the matters relating to physical punishment and mental harassment to children in schools;

(f) implementing such schemes as may be formulated or performing such acts as may be entrusted to it by the State Government with respect to prevention of corporal punishment in school.

By order of the Governor,

VIKRAM SEN
Secy. to the Govt. of West Bengal

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PART I - Orders and Notifications by the Governor of West Bengal, the High Court, Government Treasury, etc.

Government of West Bengal

School Education Department

NOTIFICATION

No. 09 SE(S).-SL/5S-116/10- dt. 6th January, 2011 — WHEREAS section 17 of the Right of Children to Free and Compulsory Education Act, 2009 (35 of 2009) (hereinafter referred to as the said Act) prohibits physical punishment and mental harassment to children in school;

AND WHEREAS the School Education Department, Government of West Bengal, has decided to issue certain guidelines with respect to prohibiting physical punishment and mental harassment to children in schools;

AND WHEREAS the Governor has considered it necessary and expedient to do so;

NOW, THEREFORE, in exercise of the powers conferred under sub-section (2) of section 35 of the said Act, and in super session of all other guidelines or orders issued on the subjects, the Governor is hereby pleased to issue following guidelines for prohibiting physical punishment and mental harassment to children in schools, namely :-

Guidelines

1. In these guidelines, unless the context otherwise requires,-

(a) "Act" means the Right of Children to Free and Compulsory Education Act, 2009 (1 of 2009);

(b) "physical punishment" means any action of intentionally causing pain or injury to a child including caning or hitting him with any hard object, or spanking, smacking, slapping or pinching him, or pulling his hair, or any other act which results in physical discomfort or causes any physical injury to him;

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(c) "mental harassment" means any deliberate and motivated imposition of mental pressure on a child not meant for or detrimental to his academic and psychological well-being, and for any other collateral purposes including victimizing a child deliberately and include sarcasm meant to hurt or lower the child's dignity in front of others;

(d) "Committee" means the (i) State Level Committee; (ii) District Level Committee for each district excluding the areas included in Kolkata; and (iii) Kolkata District Level Committee, set up under the notification No. 1723-ES/S/10M-84/2010, dated 24th November, 2010 of the School Education Department, Government of West Bengal;

(e) "physical punishment" includes all forms of corporal punishment;

(f) "school authority" in relation to a school means the governing body, managing committee, ad hoc committee or any other authority or body, which is charged with the management of the affairs of the school.

2. (1) If a child has been subjected to physical punishment or mental harassment by a teacher or administrator of a school his guardian may lodge a complaint against such teacher or administrator, as the case may be, before the school authority or the Committee.

(2) If the Director of School Education, West Bengal, or the District Inspector of Schools concerned has reason to believe on the basis of any report that any physical punishment or mental harassment has been inflicted upon a child, he may, within fifteen days from the date of receipt of such report, issue an order of enquiry to be conducted by such authority as may be specified in that order and on receipt of the report of the inspecting officer, if the Director of School Education, West Bengal, or the District Inspector of School, as the case may be, is of the opinion that the report is true, he shall, within thirty days from the date or receipt of the enquiry report, send a recommendation to the concerned school authority for taking disciplinary action against delinquent teacher or administrator as per service conduct rules applicable to him.

(3) On receipt of the complaint or the report referred to in paragraph 2 above, the school authority shall initiate a disciplinary proceeding against such school teacher or administrator as per the service conduct rules applicable to him in compliance with sub-section (2) of section 17 of the Act and pass such order as it deems fit and proper.

4. (1) Any person aggrieved by an order passed under paragraph 3 above may, within fifteen days from the date of the order, prefer an appeal before the concerned District Inspector of School who shall from an Appeal Committee comprising of himself one retired teacher, one person of eminence and one social worker at least one such member being woman to hear the appeal, and thereafter the Appeal Committee shall decide the matter within a period of thirty days from the date of formation of the appeal Committee.

(2) While deciding the issue in an appeal, the Appeal committee shall -

(a) give the parties an opportunity of being heard;

(b) consider the conduct of the student, guardian and the teacher of the concerned school on the previous days leading up to the date of incident or on the days immediately succeeding the said date;

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(c) consider such other matter which it may deem fit and proper for adjudication of the issue.

(3) In the absence of the District Inspector of School, the Appeal Committee may hear the appeal with the senior most members in the chair.

(4) The decision of the Appeal Committee shall be final.

5. Notwithstanding anything contained in any other paragraph of these guidelines, the following action shall not constitute physical punishment or mental harassment, if a teacher, administrator or a school authority takes such action to regulate, control and check the disciplinary activities of the disobedient child, namely :-

(a) imposition of fines and penalties not contrary to the spirit of free education.

(b) punitive requirement of extra academic work;

(c) removing temporarily a child from a class room in cases where his presence disrupting the functioning of the class;

(d) prohibiting a child from participating him in sport and other co-curricular activities. on disciplinary ground;

(e) referring a disobedient child to the counsellor appointed by the school for counselling;

(f) intimating the parents of any activity of the child and ensuring their involvement in addressing the child's disciplinary issues;

(g) calling parents for attending guardians meeting conducted by the school with a view to enable them understand the emotional and academic need of the child.

6. Every school shall take every effort to enable all concerned to understand that discipline is an integral part of education;

By order of the Governor,

VIKRAM SEN
Secy. to the Govt. of West Bengal

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PART I - Orders and Notifications by the Governor of West Bengal, the High Court, Government Treasury, etc.

Government of West Bengal
School Education Department,
Law Branch

NOTIFICTION

No. 187-SE (Law)/S/1A-01/09. – 14th February, 2011. – WHEREAS sub-section (2) of section 3 of the Right of Children to Free and Compulsory Education Act, 2009 (35 of 2009) (hereinafter referred to as the said Act), provides that no child shall be liable to pay any kind of fee or charges or expenses which may prevent him or her from pursuing and completing his or her elementary education;

AND WHEREAS the Governor has considered it necessary and expedient to do so;

NOW, THEREFORE, in exercise of the powers conferred by sub-section (2) of section 35 of the said Act, the Governor is pleased hereby to direct that –

(a) no Government school established, owned or controlled by the State Government or a local authority shall collect any fees, charges or expenses from any child till completion of elementary education;

(b) no recognized aided school or a school receiving aid or grants to meet whole or part of its expenses from the State Government or any local authority shall not collect any fee or charges or expenses from a child till completion of elementary education other than a development charge of up to a maximum amount of Rs. 240/- (Rupees two hundred and forty) only per year;

Provided that if any guardian of a child expresses his or her inability to pay such development charges due to poor financial conditions and applies to the concerned school authority for exemption of such development charge on the ground that such charges may prevent his/her child from pursuing and completing elementary education, the concerned school authority shall, within thirty days from the date of application, exempt said guardian from paying such development charges or any part thereof after making such enquiry as it deems fit and proper.

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2. Any parent or guardian of the child affected by the order mentioned hereinabove of the school authority may file an appeal to the concerned District Inspector of Schools within a period of fifteen days from the date of receipt of such order, and the concerned District Inspector of School or his authorised officers shall finally decide the matter within thirty days from the date of receipt of such appeal after giving an opportunity of being heard to the parties. The decision of the District Inspector of Schools thereon shall be final and binding on the parties.

By order of the Governor

VIKRAM SEN
Secy. to the Govt. of West Bengal

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PART I - Orders and Notifications by the Governor of West Bengal, the High Court, Government Treasury, etc.

Government of West Bengal
School Education Department,
Law Branch

NOTIFICTION

No. 189-SE (Law)/S/1A-01/09.– 14th February, 2011. – WHEREAS section 28 of the Right of Children to Free and Compulsory Education Act, 2009 (35 of 2009) (hereinafter referred to as the said Act) provides that no teacher shall engage himself or herself in private tuition or private teaching activity;

AND WHEREAS the Governor has considered it necessary and expedient to do so;

NOW, THEREFORE, in exercise of the powers conferred under sub-section (2) of section 35 of the said Act the Governor is pleased herby to direct that–

(a) every school authority or management committee shall ensure that no teacher working in the school shall engage himself or herself in private tuition or private teaching activity in any manner whatsoever in violation of section 28 of the said Act; and

(b) if any teacher is found to have engaged himself or herself in private tuition or private teaching activity, the concerned school authorities or management committee shall compulsorily take appropriate disciplinary action against such teacher.

By order of the Governor

VIKRAM SEN
Secy. to the Govt. of West Bengal

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PART I - Orders and Notifications by the Governor of West Bengal, the High Court, Government Treasury, etc.

Government of West Bengal
School Education Department,
Law Branch

NOTIFICTION

No. 190-SE (Law)/S/1A-01/09. – 14th February, 2011. – WHEREAS clause (c) of sub-section (1) of section 12 of the Right of Children to Free and Compulsory Education Act, 2009 (35 of 2009) (hereinafter referred to as the said Act) *inter alia* envisages that an unaided school not receiving any kind of aid or grants to meet its expenses from the State Government or the local authority (hereinafter referred to as the unaided school) shall admit in class I, to the extent of at least twenty-five per cent of the strength of that class, children belonging to weaker section and disadvantaged group in the neighbourhood and provide free and compulsory elementary education to such students till its completion;

AND WHEREAS as per clause (e) of section 2 of the said Act a child belonging to weaker section means a child belonging to such parent or guardian whose annual income is lower than the minimum limit specified by the appropriate Government, by notification;

AND WHEREAS the Governor has considered it necessary and expedient to do so;

NOW, THEREFORE, in exercise of the power conferred under clause (e) of section 2 of the said Act, the Governor is pleased hereby to specify that a child shall be deemed to belong to a weaker section, if either parent of the child has been duly recorded as a person belonging to Below Poverty Line (BPL) family as per the list prepared by the appropriate local authority owing to his or her lower income;

The Governor is, in exercise of the power conferred under sub-section (2) of section 35 of the said Act, further pleased to direct that all the unaided school shall admit in class I, to the extent of at least twenty five per

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cent of the strength of that class, children belonging to the weaker sections and disadvantage groups in the neighbourhood in the following manner:–

(1) The twenty five per cent of the total strength of class I of the unaided school may, as far as possible, be distributed in the proportionate ratio as mentioned in the table below: –

Table

Sl. No.	Category	Ratio
(a)	for children belonging to the Scheduled Caste	22
(b)	for the children belonging to the Scheduled Tribe	06
(c)	for the children belonging to Other Backward Classes-A	10
(d)	for the children belonging to Other Backward Classes-B	07
(e)	for the children belonging to the weaker sections of the society	55

(2) Every unaided school shall notify the number of seats reserved for weaker sections and disadvantaged groups in their admission notice for Class I every year.

(3) The parent or guardian of a child applying for admission under the appropriate category mentioned hereinabove shall be required to produce a certificate issued by any of the appropriate authorities as specified under Memorandum No. 837-TW/EC dated 12 September, 1990 by the office of the then Scheduled Castes and Tribes Welfare Department,(presently Backward Classes Welfare Department) Government of West Bengal, as reproduced below:-

A (i) District Magistrate, Collector, Addl. District Magistrate, Deputy Collector, Sub-Divisional Officer, Sub-Divisional Magistrate, Executive Magistrate, 1st Class Stipendiary Magistrate, Chief Metropolitan Magistrate, Calcutta, Addl. Chief Metropolitan Magistrate, Calcutta and Collector of Stamp Revenue and Deputy Collector of Land Revenue, Calcutta within their respective jurisdictions in case of candidates claiming to be Scheduled Caste or Scheduled Tribe and ordinarily residing within such jurisdictions;

A(ii) Director, Scheduled Castes & Tribes Welfare, West Bengal and Deputy Director, Scheduled Castes &Tribes Welfare, West Bengal in case of candidates claiming to be scheduled Caste or Scheduled Tribe residing in any part of West Bengal;

A(iii) A Member of Parliament, A Member of State Legislature, A Member of Zilla Parishad, A Councillor of Municipal Corporation, A Commissioner of Municipality and Any Group 'A' Officer of the State Govt., Mayors of Corporations; and

A(iv) A Councilor of Darjeeling Gorkha Hill Council for candidates claiming to be Scheduled Caste or Scheduled Tribe and ordinarily residing within the jurisdiction of the Darjeeling Gorkha Hill council.

Explanation. – For the purpose of this paragraph, –

(a) "appropriate authority" means an authority duly authorised to issue a certificate of Scheduled Caste or Scheduled Tribe or Other Backward Classes or Below Poverty Line, as the case may be, under any Act or order for the time being in force;

(b) in case of an orphan or a child, whose parentage is not known, the concerned local authority may determine whether he or she belongs to the weaker section and certify accordingly.

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(4) (a) In case the numbers of applications received is more than the ratio-wise breakup of the twenty-five per cent of the total strength in class I, as arrived as per table above, first preference shall be given to the children coming under the Below Poverty Line category from amongst the Schedule Castes or Schedule Tribes or Other Backward Classes.

(b) In case the number of applicants from any of the above category is less than the proportionate ratio provided hereinabove, the same shall be filled up from among the applicants in other categories on *pro rata* basis.

(c) Among the category wise proportionate ration provided hereinabove in the table, at least 50% seats may be reserved for girl students in case of co-educational unaided schools.

(5) Every unaided school shall submit to the concerned District Inspector of Schools every year a detail account of admission made by it pursuant to clause (c) of sub-section (1) of section 12 of the said Act.

(6) Every authority of unaided school shall ensure that children from the weaker sections and disadvantaged groups admitted in the school are not discriminated against or segregated in any way and are dealt with in the same manner as in case of other children in the school.

(7) All the expenses on account of study materials and uniform of the children belonging the weaker sections and disadvantaged groups admitted in an unaided school shall initially be borne by such school, which shall be reimbursed by the State Government in the School Education Department in accordance with the rules prescribed under sub-section (2) of section 12 of the said Act.

By order of the Governor

VIKRAM SEN
Secy. to the Govt. of West Bengal

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PART I - Orders and Notifications by the Governor of West Bengal, the High Court, Government Treasury, etc.

GOVERNMENT OF WEST BENGAL
School Education Department
Secondary Branch

NOTIFICATION

No.60-SE(P&B)/10M-9/10, -18th February, 2011. — Whereas the State Government has been considering the need for a computerized system of tracking of a child's progress from the time of admission to a school at Class I till she/he completes the elementary level of education at Class VIII;

And Whereas such a system of computerized monitoring is expected to provide information on quality and spread of elementary education across the State while at the same time indicating the specific areas of concern on school drop outs and retention;

And whereas under Section 8(f) of the Right of Children to free and Compulsory Education Act ,2009 all appropriate Government now has the statutory duty to monitor admission, attendance and completion of elementary education that is up to eighth standard (class – VIII) by every child;

And whereas with this purpose in mind the State Government had requested the National Informatics Centre(NIC) to prepare a Project Report called 'Dipankar' for tracking the educational progress of every child throughout the elementary stage and the Project Report has since been submitted by NIC;

2. Now, therefore, the Governor has been pleased to accord administrative approval towards implementation of a Child Tracking Project in the State of West Bengal on and from beginning of the academic session 2011initially in 4 (four) districts of the State namely North 24 Parganas, Kolkata, Howrah and South 24 Parganas on a pilot basis and to subsequently spread the same across the entire State after evaluation of the result of the pilot. Accordingly details of the Project to be implemented based on the report of NIC is given below:

3. The operation of Child Tracking Project will begin with collection of records of every child admitted to any Government or Government Aided or unaided recognized Private schools in class I from the Academic Session 2011. Basic enrollment data of each child studying between class I would be collected using a prescribed format which is annexed as Form "E' to this Notification and will form part of this Notification. Form distribution would be monitored by WBBPE, DPSC & D.I. of School (Primary Education) in the four districts named above to start with and subsequently in all the districts in the State. The collected data through Form – "E"

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would be first entered in computers at all Cluster Level Resource Centres in the four districts and subsequently be uploaded into a Central Server of CTS after proper validation and would be updated every six months. It will help the State Government to monitor the School attendance, progress of education and general health status of each child and will help the Government to take necessary follow up action to further strengthen elementary education and basic health requirements in the State. For this purpose the information sheet in Form 'E' is to be filled up at the school level partly by the school authorities and partly by the parents of the child. Such information would be in the form of school enrollment details such as year of admission as per the school records and will be filled up by the school authorities. A second set of information would contain the students' details including name, sex, date of birth, religion, family background of the child including information on address, name and educational background of the parents, social information if the child belongs to Scheduled Caste or Scheduled Tribe or OBC or general, economic backgrounds like if belonging to APL or BPL category, whether physically disadvantaged with specific category and weight and height data.

4. The School Education Department will send printed Form "E" along with instruction sheet to each and every school of the district through District Inspector of Schools and District Primary School Council. Headmaster/ Headmistress of each School on receipt of the Form-E and instruction sheets will take necessary actions to fill up those forms at the time of enrolment of each student in class I and will get the parental and social information filled up and signed by the parent / guardian and in case they need any assistance to fill up the form will also assist them to fill up every information in the form. Headmaster/Headmistress of School will also validate and sign the form and arrange to send the filled in forms to the nearest Cluster Level Resource Centre (CLRC). It will be the responsibility of the District Project Officer (DPO) Sarva Siksha Mission as well as the Sub Inspector of Schools posted at the respective Cluster Resource Centre to intimate the location and address and contact no. of every CLRC to each school under their respective jurisdiction. The Sikshabandhus under the Sarva Siksha Mission posted at each CLRC will also visit every school under the circle and collect filled up Form – "E" wherever required.

5. At the CLRC level the concerned SI of schools or AI of schools in charge of the CLRC shall get the data entered in a predesigned software to be prepared by NIC. For this purpose the SI / AI will take the help of Sikhshabandhus posted at the CLRC or local vendors. The Sikshabandhus or the local vendor entering the data will get an honorarium of Rs.0 .50 per student for the initial entries and Rs. 0.25 per student for each subsequent entries after validation or at the time of six monthly updates. After completion of the initial entry the concerned SI/AI will verify the same with the original data sheet on random basis to find out errors in data entry and will satisfy himself as to the correctness of the data entry. In case of necessity the District Magistrate in consultation with the Chairman DPSC and the DI, Primary may also engage vendors for such data entry after following due financial norms.

6. In a similar manner the attendance and progress of education for each enrolled student will be recorded in Form "Q" by concerned Schools after six monthly intervals. Duly filled up Form "Q" will be signed by Headmaster / Head Mistress and will be sent to CLRC for data entry. The procedures as laid down in para"4" above will be followed mutatis mutandis.

7. It will be the responsibility of D.I. of Schools (Primary Education) along with SI / AI of schools to ensure that data for all schools under their respective jurisdiction is prepared in the prescribed format for all recognized schools and collected therefrom and brought to the nearest CLRC for data entry. Once the formats are collected and deposited at the SLRC it will be the responsibility of the District Project Officer (DPO) SSM and the SI / AI to ensure correct data entry and uploading them in the portal of the School Education Department. Entire process of data collection, data entry and uploading will be monitored at the district level by a committee to be chaired by the District Magistrate with the concerned Additional District Magistrate looking after school education, Chairman, District Primary School Council (DPSC), Karmadhaksha Siksha O Krira Sthayee Samity of the Zilla Parishad, the DI of Schools with the DPO being the Convener of the Committee.

8. Once the data is uploaded in the web portal from the CLRCs it will be the responsibility of NIC to generate different types of MIS reports on drop out, health status, attendance status and progress of education up to each school level as required by the State Government from the system and will place the same before the School Education Department to initiate follow up actions based on such report for improvement of the

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spread and the standard of elementary education accross the State. Back up of the data is to be also maintained at the State Data Centre and NIC will be responsible for data security.

9. Data as generated from the system will be shared with local government bodies like Gram Panchayats, Municipalities, Block and Sub-divisional authorities for enhancing the initiative to bring back the drop outs in the schools.

10. The Governor is further pleased to order that a State level monitoring committee will be formed for overall monitoring, supervision and co-ordination of the Project under the Chairmanship of Chief Secretary, Govt. of West Bengal. Other member of the Committee will be the following:

(i) Secretary School Education Department
(ii) Director, School Education
(iii) Joint Secretary, School Education Department as nominated by the Secretary
(iv) Pincipal Secretary, Health and Family Welfare Department or his nominee
(v) Principal Secretary, Panchyat and Rural Development Department or his nominee
(vi) Secretary, Minority Affairs and Madrassa Education Department or his nominee
(vii) Principal Secretary, Information Technology Department or his nominee,
(viii) Principal Secretary Women and Child Development and Social Welfare Department or his nominee
(ix) Director NIC and State Informatics Officer
(x) Director, Madarassa Education
(xi) President, West Bengal Board of Primary Education
(xii) President, West Bengal Board of Secondary Education
(xiii) 5(five) Principals / Head Masters/ Mistresses of recognized Schools to be nominated by Chief Secretary of which not more than one will be from a recognized unaided school
(xiv) 3(three) eminent educationists to be nominated by the Minister in Charge School Education Department.
(xv) The State Project Director, Paschim Banga Sarba Siksha Mission (PBSSM) - Member Convener

The State Project Director, PBSSM will also be in charge of project implementation at the State level.

11. The Governor is further pleased to order that the project Cost amounting to Rs. 40.00 lakh as per project proposal of NIC which has already been sanctioned vide G.O. No.394 (Sanc)-SE (P&B) dated 30.3.2010 read with Finance Department U.O. No.1347 Gr.-B dated 25.3.2010 and which has been kept as deposit with the Secretary, WBBPE will be transferred to SPD, PBSSM who is the Member Convener of the State Level Committee to incur all expenditure in connection with the Project as per approval of the State Level Monitoring Committee.

(Samar Ghosh)
Chief Secretary to the Government of West Bengal

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Government of West Bengal
School Education Department

FORM - E

Child Tracking System for Primary Schools)

Enrolment Form (এনরোলমেন্ট ফর্ম) (Form- E) *[To be filled up in English Block Capitals only]*

1. School Name (স্কুলের নাম)

2. DISE Code (স্কুলের ডাইস কোড) 1 9

3. Enrolment Year (ভর্তির বছর) 2 0 _ _ 4. Class of Admission (শ্রেণী) 0 1

To be filled up by School Authority. বিদ্যালয় কর্তৃপক্ষ কর্তৃক পূরণ করতে হবে।

5. Type of Enrolment *[Put ✓mark]* **New** ☐ / **Transfer** ☐
ভর্তির ধরন *[✓ চিহ্ন দিন]* (নতুন/ ট্রান্সফার)

6. Name & Address of last attended school in case of Transfer
(ট্রান্সফার হলে শেষ স্কুলের নাম ও ঠিকানা- ব্লক ও জেলার নাম)

7. Student ID No. in case of transfer
(ট্রান্সফার হলে ছাত্র-ছাত্রীর আই. ডি. নং)

8. Student's Name (ছাত্র/ছাত্রীর নাম) First (প্রথম) Middle (মধ্য) Last (পদবী)

9. Date of Birth (জন্ম তারিখ) D D M M Y Y Y Y

10. Father's Name (পিতার নাম) First (প্রথম) Middle (মধ্য) Last (পদবী)

11. Mother's Name (মায়ের নাম) First (প্রথম) Middle (মধ্য) Last (পদবী)

12. Computer Generated Child ID No. :
(কম্পিউটার উদ্ভাবিত চাইল্ড আই. ডি. নং) (To be filled up during On -line Data Entry) (ডেটা এন্ট্রির সময় পূরণ করতে হবে।)

To be filled up by guardian or with the help of School Authority. অভিভাবক কর্তৃক অথবা বিদ্যালয় কর্তৃপক্ষের সাহায্যে পূরণ করতে হবে।

13. Height (উচ্চতা) ☐☐ ft ☐☐ inch 14. Weight (ওজন) ☐☐ Kg

15. Sex *[Put ✓mark]* **M** ☐ **/F** ☐
লিঙ্গ *[✓চিহ্ন দিন]* পুং / স্ত্রী

16. Religion *[Put ✓mark]* **Buddhist** ☐ / **Christian** ☐ / **Hindu** ☐ / **Jain** ☐ / **Muslim** ☐ / **Parsi** ☐ / **Sikh** ☐ / **Others** ☐
ধর্ম *[✓চিহ্ন দিন]* বৌদ্ধ/ খ্রীষ্টান/ হিন্দু / জৈন/ মুসলিম/ পারসি/ শিখ/ অন্যান্য

17. Caste *[Put ✓mark]* **General** ☐ / **SC** ☐ / **ST** ☐ / **OBC** ☐
জাতি *[✓চিহ্ন দিন]* সাধারণ / তফশিলী জাতি / তফশিলী উপজাতি/ ও বি সি

18. Whether differently able? *[Put ✓mark]* **Yes** ☐ / **No** ☐
প্রতিবন্ধী *[✓চিহ্ন দিন]* (হ্যাঁ / না)
If Yes, Type of Disability : *[Put mark on appropriate box /boxes]* **In seeing** ☐ / **In hearing** ☐ / **In speaking** ☐ / **In movement** ☐ / **Mental** ☐
হ্যাঁ হলে, প্রতিবন্ধকতার ধরন: *[সঠিক বাক্স বা বাক্সগুলিতে ✓চিহ্ন দিন]* চোখে দেখায়/ কানে শোনায় / কথা বলায় / চলাফেরা করায় / মানসিক

19. Mother Tongue *[Put ✓mark]* **Bengali** ☐ / **English** ☐ / **Hindi** ☐ / **Nepali** ☐ / **Santali** ☐ / **Urdu** ☐ / **Others** ☐
মাতৃভাষা *[✓চিহ্ন দিন]* বাংলা/ ইংরাজী/ হিন্দি/ নেপালি/ সাঁওতালি/ উর্দু/ অন্যান্য

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20. Father's Occupation *[Put ✓mark]* Agriculture ☐ /Business ☐ /Service ☐ /Artisan ☐ /Self-employed ☐ /Others ☐ / Unemployed ☐
পিতার পেশা *[✓চিহ্ন দিন]* চাষাবাদ/ ব্যবসা/ চাকুরি/ কুটিরশিল্পী স্বনিযুক্ত অন্যান্য/ বেকার

21. Father's Qualification up to *[Put ✓mark on highest qualification only]* Artisan ☐ Self-employed ☐
পিতার শিক্ষাগত যোগ্যতা *[একমাত্র সর্বোচ্চ শিক্ষাগত যোগ্যতায় ✓চিহ্ন দিন]* কুটিরশিল্পী স্বনিযুক্ত

Illiterate ☐ / Primary ☐ / Upper Primary ☐ / Secondary ☐ / Higher Secondary ☐ / Graduate ☐ / Post Graduate ☐
নিরক্ষর/ প্রাথমিক/ উচ্চ প্রাথমিক/ মাধ্যমিক/ উচ্চ মাধ্যমিক/ স্নাতক/ স্নাতকোত্তর

22. Mother's Occupation *[Put ✓mark]* Agriculture ☐ /Business ☐ /Service ☐ /Artisan ☐ /Self employed ☐ /Others ☐ / Unemployed ☐
মাতার পেশা *[✓চিহ্ন দিন]* চাষাবাদ/ ব্যবসা/ চাকুরি/ কুটিরশিল্পী স্বনিযুক্ত অন্যান্য/ বেকার

23. Mother's Qualification up to *[Put ✓mark on highest qualification only]*
মায়ের শিক্ষাগত যোগ্যতা *[একমাত্র সর্বোচ্চ শিক্ষাগত যোগ্যতায় ✓চিহ্ন দিন]*

Illiterate ☐ / Primary ☐ / Upper Primary ☐ / Secondary ☐ / Higher Secondary ☐ / Graduate ☐ / Post Graduate ☐
নিরক্ষর/ প্রাথমিক/ উচ্চ প্রাথমিক/ মাধ্যমিক/ উচ্চ মাধ্যমিক/ স্নাতক/ স্নাতকোত্তর

To be filled up by guardian or with the help of School Authority.
অভিভাবক কর্তৃক অথবা বিদ্যালয় কর্তৃপক্ষের সাহায্যে পূরণ করতে হবে।

24. Local Guardians' Name (স্থানীয় অভিভাবকের নাম) First (প্রথম) ☐☐☐☐☐☐☐☐ Middle (মধ্য) ☐☐☐☐☐☐☐☐ Last (পদবী) ☐☐☐☐☐☐☐☐☐☐
(পিতা মাতার অনুপস্থিতিতে ভর্তি করতে হবে)

25. Whether family belongs to APL ☐ / BPL ☐ None ☐ *[Put ✓mark]*
পরিবারটি এ পি ল/ বি পি ল *[✓চিহ্ন দিন]*

26. Contact Ph No : ☐☐☐☐☐☐☐☐☐☐ (Optional)
(যোগাযোগের ফোন নং)

27. House No. if available (বাড়ীর নং, যদি থাকে) ☐☐☐☐☐

28. Locality/Road (গ্রাম/ পাড়ার/ রাস্তার নাম) ☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐

29. Block/ Municipality/ Corporation/ Notified Area (ব্লক/ মিউনিসিপ্যালিটি/ কর্পোরেশন/ নোটিফায়েড এরিয়া) ☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐

30. GP/ Ward No.(গ্রাম পঞ্চায়েত/ ওয়ার্ড নং) ☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐

31. Mouza (মৌজা) ☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐
(Only for rural areas - শুধুমাত্র গ্রামাঞ্চলের জন্য)

32. PO (পোষ্ট অফিস) ☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐

33. PIN (পিন নং) ☐☐☐☐☐☐

34. P S (থানা) ☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐

35. District (জেলা) ☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐

(HM's Signature and Date) (প্রধান শিক্ষক/শিক্ষিকার স্বাক্ষর এবং তারিখ)

(Guardian's Signature and Date) (অভিভাবকের স্বাক্ষর এবং তারিখ)

Instruction Sheet for filling up of Form - E (ফর্ম - E ভর্তি করার নিয়মাবলী)

To be filled up by school authorities (স্কুল কর্তৃপক্ষকে পূরণ করতে হবে)

(a) All the fields to be filled up in English only in Block Letters. (একমাত্র ইংরাজী ভাষাতেই পূরণ করতে হবে।)

(b) Please fill up all the fields. (দয়া করে সব কয়েকটি ফিল্ড পূরণ করুন।)

(c) Please put one Character/ letter/ number in one box. (দয়া করে একটি অক্ষর বা নং একটি বাক্সে লিখুন।)

(d) Please put correct DISE school code at field number "2" (দয়া করে স্কুলের সঠিক ডাইস কোডটি "2" নম্বরে লিখুন)

(e) Please put "99....." (at point no 7) in case you do not know correct stundent ID No. (দয়া করে ৯৯ সংখ্যাটি ক্রমিক নং ৭ এ বসান।)

(f) Tick (✓) mark should be put in the appropriate box from among the various options. Tick (✓) mark is to be given in only one box against each serial no, except for point no 18 (✓চিহ্ন বিভিন্ন অপশনগুলির মধ্যে সঠিকটির পাশের বাক্সের মধ্যে দিতে হবে শুধুমাত্র একটি অপশনেই টিক দিতে হবে) *[শুধুমাত্র "১৮"ব্যতিত]*

(g) The name of "Local Guardian" should be put, only in absence of parents. (পিতা বা মাতার অনুপস্থিতিতে স্থানীয় অভিভাবকের নাম দিতে হবে।)

(h) The academic year 2010-11 is to be recorded as the year of admission. (২০১০-১১ শিক্ষাবর্ষকেই ভর্তি বর্ষ হিসেবে গণ্য করতে হবে।)

(i) For the academic year 2010-11 only name of the students admitted to class I, are to be recorded in this form.(২০১০-১১ শিক্ষাবর্ষে শুধুমাত্র প্রথম শ্রেণীতে ভর্তি হওয়া ছাত্র / ছাত্রীর নাম এই ফর্মে পূরণ করতে হবে।)

(j) Only students admitted to a School on transfer from another school are to be recorded as Transfer at Sl. No "5" (অন্য স্কুল থেকে ট্রান্সফার হওয়া ছাত্র / ছাত্রীকে Sl. নং "3" এ 'ট্রান্সফার' কথাটি লিখে দিতে হবে।)

(k) Date of birth and Caste will be the same as recorded in the school register. (জন্ম-তারিখ এবং জাতি স্কুল রেজিস্টারে যেরূপ আছে অনুরূপ হবে।)

(l) Religion, Mother Tongue or Physical Disability are to be the same as mentioned by the parents. (ধর্ম, মাতৃভাষা ও শারীরিক অক্ষমতা অভিভাবকের বর্ণনানুযায়ী হবে।)

Designed by NIC-WBSC

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Registered No. WB/SC - 320 No. WB/CPS/K-44 (Part I)/2011

The Kolkata Gazette

सत्यमेव जयते

Extraordinary

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FALGUNA 9] .MONDAY, FEBRUARY 28, 2011 [SAKA. 1932

PART I - Orders and Notifications by the Governor of West Bengal, the High Court, Government Treasury, etc.

Government of West Bengal
School Education Department,
Law Branch

NOTIFICTION

No. 86-SSE/11/ES/S/1A-01/2009. – 25th February, 2011. – WHEREAS the Right of Children to Free and Compulsory Education Act, 2009, hereinafter referred to as the said Act, has come into force with effect from 01.04.2010;

AND WHEREAS section 3 (1) of the said Act envisages that every child of the age of 6 to 14 years shall have Right to Free and Compulsory Education in a neighbourhood school till completion of Elementary Education;

AND WHEREAS section 13 of the said Act has further provided that no school or person shall, while admitting a child, collect any capitation fee and subject a child or his/her parents or guardian to any screening procedure and in the event of contravention of the said provision of law, such school or person collecting capitation fees shall be liable to be punished with imposition of fines which may extend to ten times the capitation fees charged and further that any school or person who subjects a child to screening procedure shall be liable to be punished with fine which may extend to Rupees Twenty Five thousand for the first contravention and Rupees fifty thousand for each subsequent contravention;

NOW, THEREFORE, in exercise of the powers conferred under section 35 (2) of the Act the Governor has been pleased to direct that no School authority including any recognized Government, Government Aided or Unaided Educational Institution or any person attached to any such school shall, while admitting a child, collect any capitation fees as defined under section 2(b) of the Act or subject the child or her / his parents to any screening procedure. If the number of applications for admission to a particular school exceeds the number of available seats, the school shall determine the students to be admitted by conducting open lottery.

The Governor is further pleased to direct that any violation of this direction shall be punishable under clause (a) of sub-section (2) of section 13 of the said Act. Any affected guardian of any child or any person affected coming under the purview of this Notification may lodge a written complaint before the District

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Magistrate of the concerned District (Commissioner, Kolkata Municipal Corporation for school located within the territorial jurisdiction of Kolkata Municipal Corporation) or the concerned District Inspector of Schools and any of these authorities having received any such complaint shall, within a period of 60(sixty) days, shall cause an enquiry into the complaint and forward such enquiry report along with his recommendations to the Director School Education, West Bengal. The Director School Education West Bengal shall, within a period of 45 days from the date of receipt of such report, decide on imposition of fine or otherwise on the school authority or person after giving an opportunity of hearing to such school authority or person. In case the Director School Education decides to impose fine under the provisions of the said Act he shall also specify the amount, manner, the time limit and the head of account under which such fine is to be deposited by the school authority or person. Any school authority or any person affected by such order may submit an appeal in writing to the Secretary, School Education Department, Government of West Bengal within a period of 30 (thirty) days from the date of the order and the Secretary, School Education, Government of West Bengal shall dispose of such appeal within a further period of 30 (thirty) days.

By the order of the Governor,

Vikram Sen
Secy. to the Govt. of West Bengal

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Government of West Bengal
School Education Department
Bikash Bhawan, Bidhannagar
Kolkata-700 091
Tel.No. 033-2334-2228, Fax No. 033-2337-6561

No. 494 (100) –SSE / 11 Dated, Kolkata, the 20th December, 2011

From : Shri Vikram Sen, IAS,
Secretary to the Government of West Bengal

To
1. District Magistrate..... (all),
2. Superintendent of Police..... (all)
3. Commissioner, KMC
4. Commissioner of Police, Kolkata
5. Chairman, District Primary School Council..... (all),
6. D.I.(SE)..... (all),
7. D.I. (Pry.)..... (all)

Sub: Problems relating to admission procedure in schools as per provisions of the Right of Children to Free and Compulsory Education (RTE) Act, 2009

Sir / Madam,

It has come to the notice of this Department that some confusion and problems had arisen in some schools over the procedure to be followed for admission of students particularly at the Upper Primary stage from class V. In some cases this has led to untoward incidents not conducive to the free education and transparent admission process. In view of such incidents the following guidelines are issued with a view to ensure trouble admission process in schools across the State.

1. Under Section 13 of the Right of Children to Free and Compulsory Education (RTE) Act, 2009 it has been provided that no school or person shall, while admitting a child, shall collect any capitation fees and subject the child or his or her parents or guardians to any screening procedure. There is also provision for punishment under Sec.13 for any violation of this statutory provisions. As a follow up to this provision the State Government had issued Notification under no. 86-SSE/11/ES/1A-01/2009 dated 25th. February,2001(copy enclosed) issuing direction under Section 35 of the RTE Act that no school including Government, Government Aided or Unaided Private Educational Institution or any person attached to any such school shall, while admitting any child, not collect any capitation fees or subject the child or his/her parents to any screening procedure. It was also directed that if the number of applications to a particular school exceeds the available seats, the school shall determine the students to be admitted by conducting open lottery. The manner of imposition of punishment by way of fines have also been provided under the Notification as per provisions of Section 13(2) of the RTE Act.

2. Subsequently this Department had issued two clarifications relating to the above Notification. First by order issued under No. 628-SE(Pry)/10M-186/2010 dated 12.10.2011 (copy enclosed) the Department had laid down the procedure for conduct

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of open lottery in a transparent manner and to provide for reservation in school admission as per the reservation policy of the State Government. The second one under No. 1480-SL/5S-116/2010 Pt-I dated 9.12.2011 had clarified that in case there is a primary school in the same premises as the Upper Primary / Secondary school then the students studying in the Primary school shall have automatic transition to the Upper Primary / Secondary school without further lottery even the schools are under separate administration or management. After admitting the students of the Primary school the school authorities may hold lottery for the balance seats. This is to ensure that the students are not put through the hassles of admission procedure frequently particularly in case of schools located in the same premises.

3. Thus you will have to ensure that all schools in your district scrupulously follow these statutory provisions and do not collect any capitation fees and undertake any screening procedure for admission of a child to the school. In case of violation of this clear statutory provision, fines as provided under Section 13 of the Act are to be imposed strictly. At the same time we also have to ensure that no child is forced to discontinue her studies particularly at the Upper Primary stage of class V and any child failing to go through the lottery system in any school is to helped to get admission in a neighbouring school within a radius of 2 kms from his/her residence. Particularly in case of urban areas where there exists heavy rush from among the guardians to get their wards admitted to particular schools it will be important to closely monitor the situation and ensure that no child is deprived of his /her right to free and compulsory education and is admitted to a Primary/ Upper Primary / Secondary school near his / her residence. For this purpose cluster lottery among the local school may also be undertaken instead of school wise lottery and the guardians / parents allowed to give a choice of schools at their option before the lottery. But at the same time it must be remembered that most of the reputed schools including the Zilla Schools are located in the urban areas and strictly observing the distance criteria may deprive the students residing in the remote rural areas to be admitted to reputed urban schools. It is for this reason that we have refrained from mentioning any distance criteria in the Notifications and orders.

4. Since the admission to class-I to V is now going on across the State and some untoward incidents have been widely reported in the press, I would advise you to monitor the situation closely and intervene wherever necessary. You are also requested to immediately arrange meetings at the District and /or Sub divisional level with all school authorities where admission process is still due and explain to them the statutory provisions and the directions of the State Government so as to ensure that the statutory provisions and instructions from the State government are fully implemented and that there is no untoward incident. No political functionary should be allowed to influence the decision of the school authorities by threat or otherwise. But local public representatives may be present at the time of conducting the lottery to witness the same and be satisfied that the lottery has been held in a free or transparent manner. Adequate police arrangements should be made in case of vulnerable areas and schools at the time of the lottery.

5. A 'Helpline' should be opened at the Collectorate, SDO and BDO and the DI offices where any parent or guardian failing to get their wards admitted to a school can seek and receive help regarding such admission. Overall it should be remembered that it is our statutory responsibility to get every child admitted to a school within his/her

neighbourhood and ensure that every child irrespective of his /her background or status can complete elementary education without any hindrance.

In order to help you monitor the situation closely we are also sending officials in the rank of Joint Director, Dy. Director and Asst. Director in each District who will report to you by next couple of days and will be stationed in the district till the admission process is sorted out.

Yours faithfully

(Vikram Sen) 24/12/2014
Secretary to the Government of West Bengal

Enclo: As stated.

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Registered No. WB/SC - 320 No. WB/CPS/K-60(Part I)/2011

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PART I - Orders and Notifications by the Governor of West Bengal, the High Court, Government Treasury, etc.

GOVERNMENT OF WEST BENGAL

School Education Department

Secondary Branch

NOTIFICATION

No. 1584-SE(S)/1A-01/09(Pt) 21st December, 2011—WHEREAS as per section 25 of the Right of Children to Free and Compulsory Education Act, 2009 (35 of 2009) (hereinafter referred to as the said Act), the appropriate Government and the local authority shall ensure that the Pupil-Teacher ratio, as specified in the Schedule annexed to the said Act, is maintained in each school upto upper primary stage ;

AND WHEREAS the State Government in School Education Department, has assessed the requirement of additional teachers to maintain the requisite Pupil - Teacher ratio in accordance with the provision of the said Act, 2009 Act;

NOW, THEREFORE, —

(a) the Governor is pleased hereby to sanction following additional posts of teachers for maintaining pupil-teacher ratio in primary schools and Junior High/High/ Higher Secondary schools as indicated below;

Sl.No.	District	Primary	Secondary (Including Upper Primary)
1	Bankura	0	1611
2	Burdwan	387	1169
3	Birbhum	442	1866
4	Coochbehar	245	1557
5	Dakshin Dinajpur	0	1004
6	DGHC	0	0
7	Hooghly	0	3015
8	Howrah	0	2281
9	Jalpaiguri	378	1902
10	Kolkata	0	0

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11	Malda	698	3107
12	Murshidabad	337	5457
13	Nadia	0	2376
14	North 24 Parganas	0	5288
15	Paschim Medinipur	0	21
16	Purba Medinipur	0	1897
17	Purulia	0	525
18	Siliguri	0	851
19	South 24 Parganas	2122	3831
20	Uttar Dinajpur	836	1752
	State Total	5,445	39,510

(b) the Governor is further pleased hereby to decide that all such posts are to be filled up as per qualifications and procedures as laid down in the relevant recruitment rules as amended from time to time;

(c) the Governor is further pleased hereby to declare that during the recruitment of the above said newly created posts, the maximum 10 *per-centum* of such posts shall be filled by the Para-Teachers, Sikshabandhus, Sikshamitras, Sikshasebis, Sahayaks, Sahayikas, Samprasaraks, Samprasarikas, under Sarva Shikha Abhiyan or in SSKs and MSKs run by Panchayet and Rural Development Department, PTTI trainees, who have successfully completed One Year Bridge Course conducted by the West Bengal Board of Primary Education with the approval of the National Council for Teachers' Education (NCTE) **(hereinafter referred to as the** specified category). However, the candidates under the specified category shall fulfil the minimum qualifications as laid down under the relevant recruitment rules amended from time to time. Moreover, the reservation norms as fixed by the State Government from time to time shall be applicable for filling up the 10 *per centum* of the total newly created posts.

Examples (1). — in case of primary schools, if there are 39 posts for the specified category under the DPSC, Burdwan. The breakup of the 39 posts as per 100 point roster shall be as follows: —

1st Vacancy	Scheduled Caste	22nd Vacancy	General
2nd Vacancy	General	23rd Vacancy	General EC
3rd Vacancy	General EC	24th Vacancy	Scheduled Tribe
4th Vacancy	Scheduled Tribe	25th Vacancy	General
5th Vacancy	General	26th Vacancy	OBC-A
6th Vacancy	OBC-A	27th Vacancy	General EC
7th Vacancy	Scheduled Caste EC	28th Vacancy	Scheduled Caste
8th Vacancy	General	29th Vacancy	OBC-B
9th Vacancy	OBC-B	30th Vacancy	General
10th Vacancy	General EC	31st Vacancy	General
11th Vacancy	Scheduled Caste	32nd Vacancy	Scheduled Caste
12th Vacancy	General PH	33rd Vacancy	General
13th Vacancy	OBC-A EC	34th Vacancy	General EC
14 Vacancy	General	35th Vacancy	General
15th Vacancy	Scheduled Caste	36th Vacancy	Scheduled Caste
16th Vacancy	General EC	37th Vacancy	General EC
17th Vacancy	General	38th Vacancy	OBC-A
18th Vacancy	Scheduled Caste	39th Vacancy	General EC
19th Vacancy	OBC-B		
20th Vacancy	General EC		
21st Vacancy	Scheduled Caste		

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(2) as in the secondary schools, school-wise 100 point roster is maintained. Hence, the Director of School Education, West Bengal shall distribute the posts the secondary schools throughout the State and the school authorities shall ascertain the vacancy position in the existing 100 point roster maintained by the individual school as per existing reservation norms. Suppose a school is awarded one post from the post meant for the specified category and if the same post falls under 22nd point as per the 100 point roster maintained in the said school then the specified category posts shall be meant for the General candidates belonging to the specified category as per 100 point roster. In the same logic, the caste category of the other secondary schools shall be ascertained. However, the Exempted category is not applicable in case of recruitment through the West Bengal School Service Commission.

(d) the Governor is further pleased hereby to declare the period of service rendered by any candidate of the said specified categories, shall be available as relaxation of age and no such candidate attaining 55 years of age as on the 1st day January of the year of the advertisement shall be considered but the said age relaxation shall not be applicable ex-PTTI trainees as they are not in service.

Note 1.— The claimant of *the specified category* shall furnish a certificate along with the application form for recruitment to be issued by the District Nodal Officer (SSK and MSK) in case of Sahayaks/ Sahayikas and Samprasaraks/Samprsarikas and the District Project Officer, SSM in case of the Para-Teachers, Sikshabandhus, Sikshamitras, Sikshaservies. The certificate should contain the name and address of the School/SSK/MSK where the candidate is working with the date of joining post indicating the total span of service in complete year (s) so far rendered by the candidate. In case of the ex PTTI Trainees, the certificate issued by the West Bengal Board of Primary Education after successful completion of one year Bridge Course is to be submitted.

Note 2. — The District-wise number of additional posts created under the order for both Primary & Upper Primary is given below: —

District	Primary			Secondary (Including Upper Primary)		
	1 Total Sanctioned posts	2 Additional 10% reservation (for Para Teachers etc.)	1-2 Post to be ecruited through existing norms	1 Total sanctioned posts	2 Additional 10% reservation	1-2 Post to be recruited through existing norms
Bankura	0	0	0	1611	161	1450
Burdwan	387	39	348	1169	117	1052
Birbhum	442	44	398	1866	187	1679
Coochbehar	245	24	221	1557	156	1401
Dakshin Dinajpur	0	0	0	1004	100	904
DGHC	0	0	0	0	0	0
Hooghly	0	0	0	3015	301	2714
Howrah	0	0	0	2281	228	2053
Jalpaiguri	378	38	340	1902	190	1712
Kolkata	0	0	0	0	0	0
Malda	698	70	628	3107	311	2796
Murshidabad	337	34	303	5457	546	4911
Nadia	0	0	0	2376	238	2138
North 24 Parganas	0	0	0	5288	529	4759
Paschim Medinipur	0	0	0	21	02	19
Purba Medinipur	0	0	0	1897	190	1707
Purulia	0	0	0	525	52	473
Siliguri	0	0	0	851	85	766
South 24 Parganas	2122	212	1910	3831	383	3448
Uttar Dinajpur	836	84	752	1752	175	1577
State Total	5,445	545	4900	39,510	3,951	35559

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(e) the Governor is also pleased hereby to order that the Director of School Education, West Bengal, the Chairman, District Primary Council of all concerned districts, the District Inspector of Schools (PE/SE) and the West Bengal School Service Commission shall take immediate steps to fill up the newly created posts, i.e. a number of 39,510 posts for Upper Primary Schools and a number of 5,445 posts for Primary Schools following the existing recruitment rules, namely, the West Bengal School Service Commission (Selection of Persons for Appointment to the post of Teachers) Rules, 2007, amended from time to time and the West Bengal Primary School Teachers Recruitment Rules, 2001, amended from time to time upon maintaining the above said reservation of 10 *per centum* of the total newly created posts for the specified category .

Note 3.— In case of non-availability of the qualified candidates belonging to the Specified Category, the respective vacancies shall be filled up by the candidates other than Specified Category following 100 point roster and recruitment rules.

By order of the Governor,

VIKRAM SEN
Secy. to the Govt. of West Bengal.

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Government of West Bengal
School Education Department
(Secondary Branch)
Bikash Bhaban, Bidhannagar, Kolkata – 700 091

No. 122 –SE(S)/ES/S/10M-64/11 Dated, Kolkata, the 17th January, 2012

NOTIFICATION

The State Government had constituted a Committee on Experts under Notification No.849-SE(S)/ES/S/10M-64/11 dated 20.7.2011 with subsequent Notification Nos. 902-SE(S)/ES/S/10M-64/11 dated 4.8.2011, 1006-SE(S)/ES/S/10M-64/11 dated 30.8.2011, 1561-SE(S)/ES/S/10M-64/11, dated 15.12.2011 and 16-SE(S) / ES/S/10M-64/11 dated 02.01.2012 to examine the entire syllabi, curricula and texts from Class-I to Class-XII in West Bengal and to suggest modifications there of in line with the provisions of Right of Children to Free and Compulsory Education Act, 2009, National Curriculum Frame Work – 2005 & 2009. The Committee was also requested to examine and recommend measures to improve the standard and quality of education in West Bengal including method of instruction and evaluation of the intellectual and physical progress of students. The Committee has submitted its interim report on 18.11.2011 and the same has since been examined by the School Education Department of the State Government. On a detailed examination of the report the State Government has accepted all the recommendations made by the Committee its interim report except the two as noted below. In case of other recommendations of the Expert Committee the decision of the State Government are also given below:

1. The State Government is unable to accept the Committee's recommendation for gradual implementation of the no detention policy within a span of 3 (three) years. There is a statutory obligation imposed upon the State Government under Section - 16 of the Right of Children to Free and Compulsory Education Act, 2009, where it has been clearly laid down that no child admitted in a school shall be held back in any class or expelled from school till completion of elementary education. Thus the State Government is bound by legal obligation under the Act to ensure that no

student is held back in any class in any school till completion of elementary education up to Class-VIII.

2. The State Government is also unable to accept the interim recommendation of the Expert Committee for declaration of the State Council of Educational Research & Training, West Bengal as the Academic Authority for the entire syllabi, curricula and texts from Class-I to Class-XII in place of the concerned Boards / Councils. The State Government feels that at present the State Council of Educational Research & Training, West Bengal is not fully equipped to fulfill this role of the Academic Authority till its restructure and re-organization. Thus the State Government has decided that for the academic sessions 2012 and 2013 the Boards / Council will continue to be the Academic Authority under their respective jurisdiction. But in discharge of their role as the Academic Authority they are to be guided by the aid and advice of the Expert Committee already constituted by the State Government. At the same time the State Government is taking various steps for strengthening the State Council of Educational Research & Training, West Bengal and it is expected that the State Council of Educational Research & Training, West Bengal will be in a position to take over the role of the Academic Authority from the academic session 2014.

3. West Bengal Council of Higher Secondary Education, West Bengal Board of Secondary Education and West Bengal Board of Primary Education are therefore requested to immediately reconstitute their Syllabus Committee so that the respective Syllabus Committee with the active guidance, help and advice of the Expert Committee can revise the syllabi and curricula and texts in line with the recommendations of the Expert Committee. The State Government also accepts the recommendations of the Expert Committee that the curricula, syllabi and texts for Classes – I, III, V, VII, IX and XI are to be revised and re-written as per recommendations of the Expert Committee immediately so that the revised syllabi, curricula and texts can become effective from the academic session 2013. This exercise is to start immediately and completed by July 2012 so that the revised text books can be printed well ahead of the academic session 2013.

Similarly, the respective Boards / Council will also revise and re-write the curriculum, syllabi and texts for the rest of the classes with the active help and advice from the Expert Committee by middle of 2013 so that the texts can be printed and the revisions be effective in these classes from the academic session 2014. State Government also accordingly requests all the concerned Boards and the Expert Committee to maintain the strict schedule and ensure that the texts for Classes - I, III, V, VII and IX are made and duly printed and sent to all the schools so that they are made available to the students well ahead of the academic session 2013. Similarly, the State Government also requests the concerned Boards and Expert Committee to ensure that the texts for the rest of the classes are finalized and printed and send to all the schools well ahead of the academic session of 2014. For the current academic session 2012 the existing syllabi, curricula and text will be followed mutatis mutandis.

4. At the same time the State Government feels that proper training of the Teachers and other related functionaries in the syllabi, curricula and texts as well as mode of instructions and pedagogy is absolutely essential for proper implementation of the new syllabi. Accordingly the Expert Committee is also hereby empowered to prepare training modules in consultation with the respective Board/ Council, Director of School Education and the State Project Director, Paschim Banga Sarba Shiksha Mission (PBSSM) for teachers and all other connected officials. The training programme should also begin as early as possible and the State Project Director, PBSSM is also requested to chalk out a detailed training schedule in consultation with the Chairman, Expert Committee so that teachers across the State are trained in the revised syllabi, curricula and texts before the start of the academic session 2013.

5. In order to enable the Expert committee to duly guide, help and advise the Syllabus Committee of the respective Boards / Council the State Government feels that the term of the Committee should be extended for a further period of 2 (two) years till 31st December, 2013.

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6. On due consideration of the above the Governor is pleased to further extend the term of the Expert Committee constituted under this Department Notification No.849-SE(S)/ES/S/10M-64/11 dated 20.7.2011 and subsequent Notifications already referred to for a further period of 2 (two) years till 31st December, 2013.

7. In order to ensure that the Expert Committee can continue its work in an unhindered and uninterrupted way it is also hereby ordered that it will be provided a semi permanent office at Nibedita Bhaban under West Bengal Board of Secondary Education. The West Bengal Board of Secondary Education is therefore requested to ensure that necessary space and other facilities as required by the Expert Committee are duly provided to them. Other infrastructural support in terms of Data Entry Operators, Script Writers etc. will be provided by the State Project Director, Paschim Banga Sarba Shiksha Mission (PBSSM) as per requisition to be submitted by the Secretary of the Expert Committee.

8. The State Government further feels that the Expert Committee also need be strengthened by providing it with some subject wise experts who are to be made members of the Committee. Accordingly, the State Government hereby authorizes the Chairman of the Expert Committee to select such subject experts in consultation with other members of the Committee and place his recommendations to the State Government for issuance of necessary Government Notification for inclusion of such experts in the Expert Committee. Further the Chairman, Expert Committee has also requested the State Government to ensure that some members of the Committee can be placed at the disposal of the Expert Committee on full time basis so that they can devote their entire attention to the task of revision of the curriculum, syllabus and texts in accordance with the interim recommendations of the Expert Committee. Accordingly the State Government hereby authorizes the Chairman of the Expert Committee to nominate such members of the Expert Committee whose services need be placed at the disposal of the Committee on full time basis. On receipt of such

recommendation from the Chairman of the Committee the State Government will take necessary measures for placement of the services of such members at the disposal of the Committee on full time basis till expiry of its term on 31.12.2013. For Chairman and other non-full time Members of the Committee, TA/DA as per existing scale will be provided by the State Project Director, Paschim Banga Sarba Shiksha Abhiyan on the basis of monthly claims or per diem basis. The entire expenditure on this account will be borne out from the Project Management fund of Sarba Shiksha Abhiyan (SSA). The Chairman and other members as authorized by the Chairman can also undertake visit to the districts to ascertain the views of the cross section of teachers and other connected officials as may be required. TA/DA as admissible as per existing rules will be paid to them for this purpose from the office of the State Project Director, PBSSM. State Project Director will also help the Expert Committee to organize such district meetings.

9. The State Government expresses its sincere gratitude to the Chairman and the other members of the Expert Committee for their hard and sincere work in examining the existing syllabi, curricula and texts and for its well considered recommendations to the State Government within time.

17/11/12

(Vikram Sen)
Principal Secretary to the Government West Bengal.

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Registered No. WB/SC - 320 No. WB/CPS/K-36(Part I) 2012

The Kolkata Gazette

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PART I - Orders and Notifications by the Governor of West Bengal, the High Court, Government Treasury, etc.

GOVERNMENT OF WEST BENGAL

School Education Department

NOTIFICATION

No. 1114-SE(Law)/S/1A-01/09-3rd July, 2012—WHEREAS Section 11 of the Right of Children to Free and Compulsory Education Act, 2009 (35 of 2009) (hereinafter referred to as the said Act) provides that with a view to prepare children above the age of three years for elementary education and to provide early childhood care and education for all children until they complete the age of six years, the appropriate Government may make necessary arrangement for providing free pre-school education for such children;

AND WHEREAS the Governor has considered it necessary and expedient to do so;

NOW, THEREFORE, in exercise of the powers conferred under sub-section (2) of Section 35 of the Act, the Governor is pleased hereby to direct that it shall be mandatory for all authorities of a Primary school within the State of West Bengal coming under the purview of items (i) and (ii) of clause (n) of Section 2 of the said Act to comply with the provisions of Section 11 of the said Act;

The Governor is further pleased to direct that an additional unit shall be opened in each of the Primary schools within the State of West Bengal coming under the purview of items (i) and (ii) of clause (n) of section 2 of the said Act for the children whose age is in between 5 years and above but below 6 years as on the 1st day of the every academic session starting from 2013. The additional unit will be known as Pre-Primary class.

The Governor is further pleased to direct that the existing teachers of the concerned schools shall impart learning in pre-primary class as well.

The Governor is further pleased to direct that the children belonging to the concerned neighbourhood of the respective school of age in between 5 years and above but below 6 years as on the 1st day of the academic session shall be admitted to the additional unit for pre-primary class. In case the number of applicants is more than its capacity, lottery shall be drawn in presence of the guardians of the applicants for

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admission. Under no circumstances, any type of admission test of the children or screening test for the guardians shall be made. The Head of the Institution found contravening the provisions shall be liable to disciplinary proceedings by the appropriate authority.

Governor is further pleased to direct that from the academic session 2013 all admission to class I in all primary schools should be on completion the age of 6 years as on 1st day of January of the corresponding academic year. The admission will be from the pre – primary unit of the same school or in case of availability of more seats by drawing of lots in presence of the guardian of the student. No screening or admission test will be held under any circumstances. However, until such pre – primary classes are started for the academic year 2013, the students to be admitted in class I in that year will be through drawal of lots. In case the number of applicants exceed the number of seats available in the school admission shall be subject to the procedure for such conduct of lottery as circulated under this Department no. 628-SE(P)/10M-186/2010 dt 12.10.2011,1435-(59)-SE(P)/5S-116/10(Pt-I) and 1480-SL/5S-116/2010 (Pt-1) District 09.12.2011.

The West Bengal Board of Primary Education with the advice of the Expert Committee shall prepare syllabus and curriculum for pre-primary course for the children between the age of 5 years and above but below 6 years as on the 1st day of the academic session.

By the order of the Governor,

VIKRAM SEN
Pr. Secy. to the Govt. of West Bengal.

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GOVERNMENT OF WEST BENGAL
SCHOOL EDUCATION DEPARTMENT
(ELEMENTARY EDUCATION BRANCH)
BIKASH BHAVAN, SALT LAKE CITY, KOLKATA-91

No. 745-SE(EE)/10M-186/2010 Date: 06.11.2012

MEMORANDUM

WHEREAS a good number of communications have been received by the School Education Deptt.seeking clarification as to the procedure of admission of children in elementary classes in Govt.-run and Govt. aided Pry./ Upper Pry. /High/ Higher Secondary Schools for the academic session-2013;

AND WHEREAS as per provisions of RTE Act, 2009 no child or his/ her parents shall be subjected to any kind of screening procedure in case of his/her admission to elementary classes and all children from 6-14 years shall be admitted to their age appropriate classes in neighbourhood Schools and elementary education shall be provided to them free of cost;

It has therefore, been decided that admission in elementary classes shall be done through the process of lottery if number of candidates seeking admission to a class is more than the number of available seats for admission. The mode of conducting the lotteries will be as follows-

(a) At first a general lottery from amongst all applications irrespective of their categories (SC/ST/OBC etc.) is to be done to select the general candidates.

(b) Thereafter a set of lotteries for the left over candidates category-wise-are to be performed for selection of SC, ST, OBC candidates.

It is however mentionable in this connection that in case a Pry. School and an Upper Pry. /High/ Higher Secondary Schools run in the same building/premises, the class — IV students of Pry. School shall automatically be admitted to class — V of the Upper Pry. /High/ Higher Secondary Schools located in the common premises. No lottery is required to be done in case admission of such children. After admission of all such interested candidates in class — V, the rest seats shall be filled up through lottery. If however, any parent / guardian fail to get his/her ward admitted to any school through the process of lottery, he/she shall apply before the Dl of Schools (PE)/DI of Schools (SE), as the case may be for admission of his/her ward in a neighbourhood school.

The aforesaid policy shall be followed in all Govt. run/ Govt. aided schools for admission of children in elementary classes for the academic Session-2013.

This may be communicated to all concerned for immediate implementation.

Sd/- A. Roy

Secretary
School Education Deptt.

Main Order, Source: http://www.wbsed.gov.in/wbsed/default.html

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GOVERNMENT OF WEST BENGAL
SCHOOL EDUCATION DEPARTMENT
(ELEMENTARY EDUCATION BRANCH)
BIKASH BHAWAN, SALT LAKE CITY, KOLKATA-91

No.792(76)-SE(EE)/10M-186/2010 Date: 20.11.2012

From: A. Roy, Secretary to the Govt. of West Bengal

To: 1-19) The District Magistrate,.....(all districts)
20-38) The District Inspector of Schools (PE),.....(all districts)
39-57) The Chairman, District Primary School Council,.....(all districts)
58-76) The District Inspector of Schools (SE),.....(all districts)

Subject: Admission of Children in Pre-Primary Class

This is to inform that it has been decided by the State Government in School Education Department that admission of children will be started from Pre Primary class in place of class-I from the academic Session-2013. The minimum age of admission of such children shall be 5 yrs+ as on 01.01.2013. This is further to inform you that the State Government is committed to provide universal elementary education to all children of the age of 6-14 yrs free of cost and they shall be admitted to their age appropriate classes as below:-

(i) For Class I, the age of 6 years and above but less than 7 years of age:
(ii) For Class II, the age of 7 years and above but less than 8 years of age:
(iii) For Class III, the age of 8 years and above but less than 9 years of age:
(iv) For Class IV, the age of 9 years and above but less than 10 years of age:
(v) For Class V, the age of 10 years and above but less than 11 years of age:
(vi) For Class VI, the age of 11 years and above but less than 12 years of age:
(vii) For Class VII, the age of 12 years and above but less than 13 years of age:
(viii) For Class VIII, the age of 13 years and above but less than 14 years of age.

Now, procedure of admission of the children of the aforesaid classes viz. Pre Primary class to class-VIII shall be guided by the norms as circulated vide this Deptt. No. 745-SE(EE)/10M-186/2010 dt. 06.11.2012 & 1114-SE(Law)/1A-01/09 dt. 03.07.2012

It is mentionable in this connection that all pre primary children shall be provided mid-day meal. Separate sitting arrangement should be made for them as far as practicable. If owing to paucity of space they are not accommodated separately they may sit with class-I students. Teaching- learning process of such pre primary children shall be done by the existing teachers now and after mid-day meal they may be allowed to leave school.

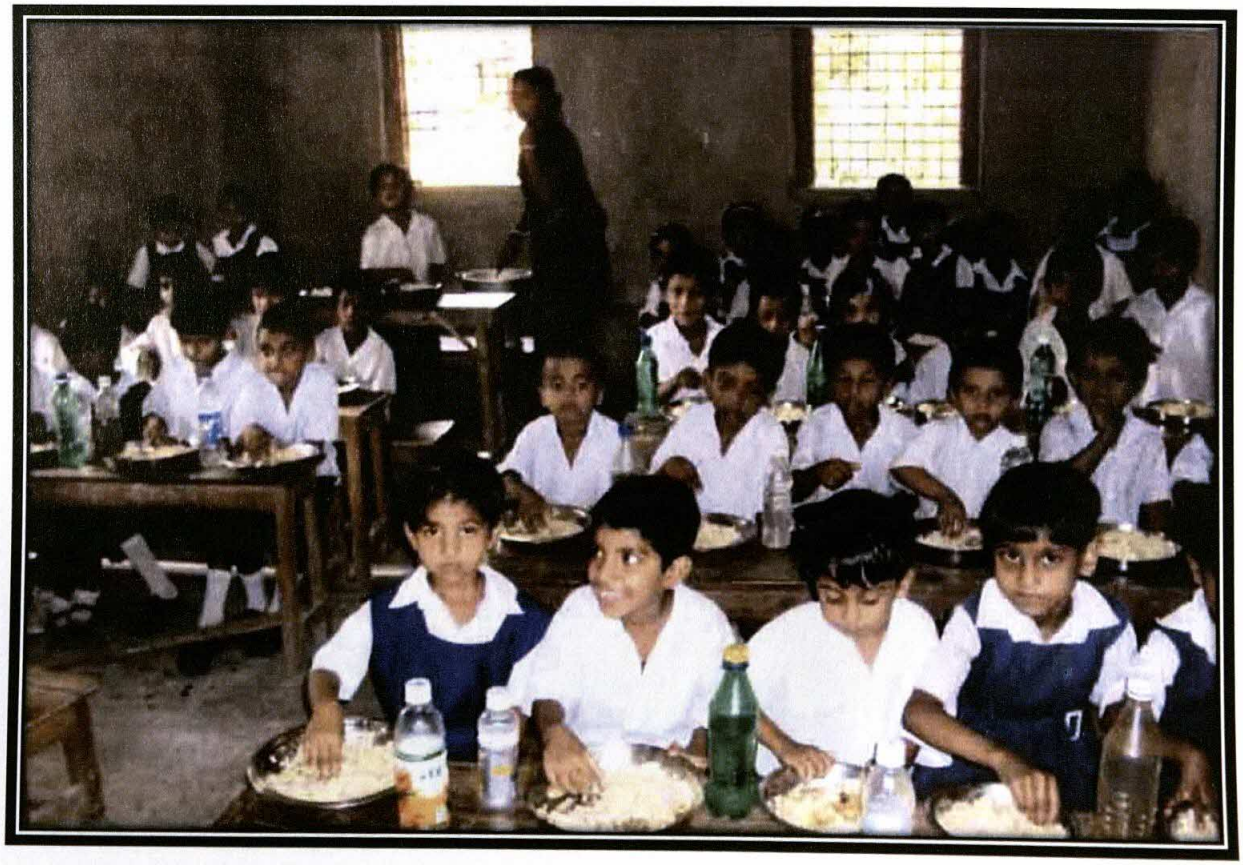
However children who have completed any class at a lesser age in the same school may be allowed to proceed to the next class.

The aforesaid policy be followed in all Govt. run/ Govt. aided Schools across the State of West Bengal.

Secretary
School Education Deptt.

No.792(76)/1(6)-SE(EE)/10M-186/2010 Date: 20.11.2012

Copy forwarded for information and taking necessary action to the:

1) Commissioner of School Education, West Bengal,
2) State Project Director, PBSSM
3) Commissioner, Kolkata Municipal Corporation,
4) The President, West Bengal Board of Primary Education, Acharya Prafullya Chandra Bhawan, DK-7/1, Sector-II, Salt Lake, Kolkata-700 091, Fax No. 2321 1202
5) The Administrator, West Bengal Board of Secondary Education, Nivedita Bhawan, Korunamayee, Bidhan Nagar, Kol-91. Fax No: 2321- 3812
6) OSD to Hon'ble MIC, School Education Department- for kind perusal of MIC.

Secretary